Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

April 3, 2014

Joy Klein
427 10th Street SE
Hampton, IA 50441

Dear Child Care Provider,

This letter is in regards to the April 2, 2014 compliance check of your Level C, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (working on updating)

☐110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. (working on updating)

☐110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (does them, will start to document)

☐110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (getting them from the vet)

☐110.5(1)v The provider has written policies about responding to health-related emergencies. (will add)

☐110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file. (always calls and lets parents know right away-will start documenting as well)

☐110.5(2) A provider file is maintained and contains:

☐110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (Needs Physical and Immunizations on all household members. Husband: Anthony, Kids: Chance, Cade and Ashlyn)

☐110.5(2)d An individual file is maintained for each substitute and contains:

☐110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396. (we emailed them and asked them to send them out to you)

☐110.5(2)d A completed Request for Child Abuse Information, form 470-0643 (same as above)

☐110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐110.5(8) Children's Files

☐110.5(8)c A signed medical consent from the parent authorizing emergency treatment. (all children)

☐110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Needs Physicals: Tate, Marten, Maritza, Corson, Cole, Addison, Payton, Alexa, James, Joseph, Gracelyn, Madden, Makinley, Teaghan, Colin, Cooper, Tenley.

☐110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. (Missing McKinley)

☐110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 5-15-2014

X_____ _____
Signature Date

Please do not hesitate to contact me at DHS at 515-573-1640 if you have any questions regarding this letter.

Sincerely,

Joni Duffy
Webster Co DHS
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can **reach Sheryl Pavelec with Child Care Resource and Referral at 319-267-2644**.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at https://ccmis.dhs.state.ia.us/trainingregistry/

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).