



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 20, 2015

Melissa Thofson
2000 Central Ave.
Northwood, IA 50459

Dear Child Care Provider,

This letter is in regards to the 3-17-15 compliance check of your Level B, 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)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *(need to lock under sink)*
- 110.5(1)h Is fenced off when located on a busy thoroughfare or near a hazard. *(Melissa agreed to safety plan moving forward that ALL children will be supervised 100% when outside.)*
- 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. *(post at 2 exits)*
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *(practice and document montly)*
- 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *(make visible or mount)*
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *(test and document monthly)*
- 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *(need at 2 exits)*

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. *(need on 2 dogs and 2 cats, gave form)*

110.5(1)r Wading pools are drained daily and are inaccessible to children when not in use. *(be sure to drain directly after use)*

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 three years. *(need all 4 hhld members on file)*

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

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

110.5(9)a Gives careful supervision at all times. *(children playing outside by self, provider agrees to 100% supervision safety plan while children are outside)*

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 do not hesitate to contact me at DHS at 641-421-1219 if you have any questions regarding this letter.

Sincerely,

Amanda Nash
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 Child Care Resource and Referral at 641-424-9559.

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://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://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).