



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/23/2015

Noelle Bolibaugh  
1110 Clearview Dr  
Oskaloosa, IA 52577  
641-672-1299

Dear Child Care Provider,

This letter is in regards to the 10/21/2015 compliance check of your Level C1, 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:

**FINDINGS:** *Identify FINDINGS in each area of non-compliance.*

441 IAC 110.5(1)"c" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, disposable tweezers, and disposable plastic gloves.

**Your first aid materials need to include disposable gloves. Please obtain disposable gloves for emergencies.**

441 IAC 110.5(1)"k" Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file

**Tornado and fire drills must be practiced monthly. Each practice drill needs to be documented in order to confirm completion.**

**Provider shared Provider does do drills, but occasionally, and not monthly. There is no documentation of drills.**

**Please complete monthly fire and tornado drills during daycare hours, documenting a minimum of one drill per month.**

**\*\*It is noted a template of the Emergency Drill Record was provided to Provider during this appointment.**

441 IAC 110.5(1)"n" The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes

**Each child occupied room must have a fire alarm present in the room. There was one bedroom which did not have a fire alarm present. Please install a fire alarm in all child occupied rooms.**

**Fire alarm batteries are to be tested monthly to assure they are active and working. These tests must be documented in order to show completion. Provider shared Provider changes the batteries two times per year. No information was provided regarding routine monthly testings. Provider is not documenting when the alarms are tested.**

**\*\*It is noted it is common for people to the Emergency Drill Record in order to also document the monthly fire alarm testings.**

**441 IAC 110.5(1)"v" The provider shall have written policy and procedures for responding to health-related emergencies**

**Provider must provide a written copy of a health-emergency policy to parents, informing parents the Provider is certified in First Aid/CPR and will administer as needed, as well as contact 911 for emergency medical needs.**

- An example of this could be:

## **Medical Emergency**

**In case of emergency, the following steps will be taken:**

- 1. Provide emergency first aid/cpr if necessary. (Provider is certified in both practices)**
- 1. Call 911 (if the situation warrants it).**
- 2. Attempt to contact parent/guardian.**
- 3. Attempt to contact doctor listed on child information card.**
- 4. Attempt to contact persons listed as emergency contacts.**

**Parents will receive written notification of any minor accidents or incidents that occur with your child while present at the daycare. These reports are to be signed and returned to Provider for placement in your child's file. Provider is certified by the American Red Cross in Children, Infant and Adult CPR and First Aid.**

### **PROVIDER FILE:**

**441 IAC 110.5(2)"a" A physician's examination report for the provider and all members of the household . Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.**

**Each household member needs to have a physical completed a minimum of every three years, with the physical signed and dated by the physician.**

**All members of the household need this physical completed and in file, including: Noelle, Wade, Veronica, Waylon, and Vivian.**

**\*\*It is noted the physicals should be on the Child Care Provider Physical Examination Report for each person, which was provided to Provider during this meeting.**

441 IAC 110.5(2)“d” An individual file is maintained for each substitute and contains:

(1) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person’s involvement with child care.

(2) A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

(3) Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

(4) Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**Provider has shared Provider is using Provider’s husband, Wade, as a substitute to watch the daycare children while Provider runs quick errands or has doctor appointments.**

**Wade must be approved by the Department via record checks to be a substitute for Provider. Wade should not be left alone with the children at any time unless the Department has approved him to provide substitute care for the children. In order to have Wade approved for substitute care, please contact registration for this form to be sent to you, or contact SWII Plants to send this information to you.**

**It is also noted all substitutes must have the following in the substitute file: a health physical, updated every three years at a minimum, mandatory reporter training, CPR/First Aid.**

**Provider shared Wade has these things, they are at his other job with the YMCA, however. Copies of these things must be in the substitute file.**

**CHILDREN FILES:**

An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

441 IAC 110.5(8) “a”. Identifying information including, at a minimum, the child’s name, birth date, parent’s name, address, telephone number, special needs of the child, and the parent’s work address and telephone number.

**Each child’s file must have general information in the paperwork, which includes the child’s name, birth date, parent’s name, contact information, and special needs of the child. This information, as well as the child’s medical provider information, another adult emergency contact person besides**

**the parent, medical consent information, and people authorized to pick the child up from daycare are present in Provider's contract which is signed and dated annually by the parents. This contract needs to be reviewed annually by parents, with parents signing and dating the information during each review.**

**Eight out of nine children need to have their contract renewed for this year. Please have children with initials of LN, SN, CD, CS, QS, KR, AD, KD have their contract reviewed, re-signed, and re-dated by the parents.**

441 IAC 110.5(8) "e". A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

**Each child in care must have a physical in file annually. This physical must be signed and dated by a medical provider. Children age five AND in Kindergarten or higher can have their parents provide a parent health statement for the child annually, in replace of a medical provider's physical.**

**Three of eight children need annual physicals updated this year. Please current physicals or health statements for children with the initials of: CD, KR, SN.**

441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include:

- (1) Times of departure and arrival.
- (2) Destination.
- (3) Persons who will be responsible for the child

**All generic permission slips for child activities outside of the daycare home must be reviewed by parents, re-signed, and re-dated annually.**

**All generic permission slips must provide the common locations the daycare provider plans to have the children go throughout the year. If the Provider takes the children on a field trip to a location outside of what is on the generic annual permission slip, a new permission slip for that activity alone needs to be signed and dated by the parent.**

**Children with initials of LN, SN, CD, CS, QS, KR, AD, KD need their permission slips re-signed and re-dated for this year.**

441 IAC 110.5(9) The provider shall meets the following requirements:

- a. Gives careful supervision at all times.
- b. Exchange information with the parent of each child frequently to enhance the quality of care.
- c. Give consistent, dependable care and be capable of handling emergencies
- d. Be present at all times except when emergencies occur or an absence is planned, at which time care shall be provided by a department-approved substitute. When an absence is planned, the provider shall give parents at least 24 hours' prior notice.

Provider has shared Provider is using Provider's husband, Wade, as a substitute to watch the daycare children while Provider runs quick errands or has doctor appointments.

Wade must be approved by the Department via record checks to be a substitute for Provider. Wade should not be left alone with the children at any time unless the Department has approved him to provide substitute care for the children. In order to have Wade approved for substitute care, please contact registration for this form to be sent to you, or contact SWII Plants to send this information to you.

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.**

Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

**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: 12/08/2015**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319-688-5738 if you have any questions regarding this letter.

Sincerely,

Lacey L. Plants  
Social Worker II  
411 3<sup>rd</sup> St SE  
Ste 400  
Cedar Rapids, IA 52401  
319-688-5738

lplants@dhs.state.ia.us

  
Social Work Supervisor

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 Heather Miller (641) 670-1533  
[hmiller@orchardplace.org](mailto:hmiller@orchardplace.org).

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](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).