



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

10/23/2015

Wanda Swanson, #23909  
1322 Barclay St  
Oskaloosa, IA 52577

Dear Child Care Provider,

This letter is in regards to the 10/13/2015 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:

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

441 IAC 110.5(1)"a" The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information

**Every time Provider leaves the family home area with the children, a copy of the emergency phone number list must be taken with. It is common for many providers to take a copy of the posted emergency contact list for this reason. Please assure you are taking a copy of the emergency contact list with you at all times.**

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

**Every child occupied room must have a fire / smoke detector installed in the room. The living room and the child's play rooms need a smoke detector installed.**

441 IAC 110.5(1)"o" Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.

All signs shall include:

(1) The telephone number for reporting complaints, and

(2) The Internet address of the department of public health ([www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov))

**Every entry into the home must have a no smoking sign. Please put a no smoking sign at all door entry ways. You can receive a copy of the sign either through CCRR, or through printing a sign from the above website.**

441 IAC 110.5(1)"q" Providers shall inform parents of the presence of any pet in the home.

(1) Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).

**The dog Scooter last seen a vet in August 2014. The two cats, Midnight and Custard, last seen the vet in March 2014. Animals need to be seen by a vet annually. Please have all animals seen by the vet for this year, and have the vet fill out the appropriate vet form for your file.**

**\*\*It is noted the Pet Health Examination Veterinary Certificate form was sent to Provider via mail 10/14/2015.**

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.

**Provider needs a health physical on file for all members of the household. Physicals need to be updated at a minimum of every three years. Provider needs health exams for the following household members: Kent, Dakota, Broc, Olyvia.**

**\*\*It is noted the Child Care Provider Physical Examination Report was sent to Provider via mail 10/14/2015.**

441 IAC 110.5(2)"b" (1) Certificates or training verification and record check documentation.

During the first year of registration, the provider shall receive a minimum of 12 hours of training from one or more of the following content areas. The provider shall receive at least 6 of these hours in a group setting. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting.

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

**Provider was licensed 04/01/2014. Provider has since taken ten hours of classes. Provider needs twelve hours within the first year of registration. Provider is behind by two hours of training.**

**It is noted Provider will need a total of fourteen hours of training prior to 04/02/2016 for license renewal, to make up for the two hours from last year, and the twelve hours from the second year of licensing.**

**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.

**All intake information needs to be reviewed for accuracy annually, corrected, then re-signed/re-dated to confirm this was completed.**

**Children with the initials of AR, IR, RM, will need their intakes reviewed, re-signed, and re-dated for this years annual review.**

**This is three out of four children in care.**

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

**All medical consent forms needs to be reviewed for accuracy annually, corrected, then re-signed/re-dated to confirm this was completed. Medical consent forms are valid for one year.**

**Children with the initials of AR, IR, RM, will need their consent reviewed, re-signed, and re-dated for this years annual review.**

**This is three out of four children in care.**

441 IAC 110.5(8) "d". An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

(1) The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.

(2) The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

(3) 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 physical examination report.

(4) The examination report or statement of health status shall be on file before the child's first day of care

**All children in care need an admission physical on file, which was completed within the last twelve months prior to daycare initiating.**

**Child with the initials of BB needs an admission physical in file.**

**This is one of four children in care.**

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 needs an annual physical in file.**

**Children with initials of AR, IR, RM need the annual physical in the file.**

**This is three out of four children in care.**

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 to leave the daycare for designated normal activities need to be reviewed, re-signed, and re-dated annually.**

**Please have child with initials of AR, IR, RM have their permission slips re-signed and re-dated for this annual review.**

**This is three out of four children in 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.**

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).