



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 16, 2013

Susanne Reynolds
466 Morris Drive
Marion, Ia. 52302

Dear Susanne,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have at least 30 days to get these items into compliance.

This letter is in regards to the compliance check of your Level B, Registered Child Development Home completed on 12-13-13. 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) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed a number of items out of compliance that need correcting. The two items that need immediate corrections are not having a soft landing surface under the outdoor play equipment and having medicines in the refrigerator that are accessible to a child.

How to correct: You signed a Corrective Action Plan agreeing you will not use the outdoor play area until it is brought into compliance. I am seeking further clarification from our central office regarding having a locked box for the epi- pens so they are not accessible to a child.

110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Reason determined out of compliance: I observed epi-pens in the refrigerator that are accessible to a child as they are not in a locked container.

How to correct: I am seeking further clarification from Des Moines on this and will send a follow up letter once I have received that clarification.

110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: You stated you do not have a soft landing surface under the play equipment in the outdoor play area.

How to correct: You have signed a Corrective Action Plan (a copy is enclosed) which you agreed you will not use the outdoor play area until the equipment has been removed. You stated you did

not plan to place a soft landing surface under the equipment.

110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have documentation you have practiced these drills since August of 2013.

How to correct: Using the form you have for this make sure you document the dates you practice these drills. This needs to be done monthly.

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you have tested the smoke detector batteries since August of 2013.

How to correct: Using the form you have for this make sure you document the dates you Test the smoke detector batteries. This needs to be done 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.

Reason determined out of compliance: You did not have a smoke detector posted in the vehicle you use to transport children.

How to correct: Place a No Smoking sign in your vehicle used to transport children.

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.

Reason determined out of compliance: I reviewed your pet records and they did not contain a statement/documentation your pets are free of endo and ecto parasites.

How to correct: Use the form I left with you for his and have your veterinarian fill it out and sign it.

110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: I reviewed your policy and noticed it did not have language about separating a sick child from the others in care.

How to correct: Add a sentence about separating a sick child from the other children in care until they are picked up. Make sure you list all the types of illness you will not provide care for such as vomiting, temp over 100 degrees, any childhood communicable diseases, etc.

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

Reason determined out of compliance: You did not have a policy for this for me to review.

How to correct: I have enclosed a form to use as a reference guide in writing your policy for this. Write your policy, and after this is done have parents sign a copy of both policies so they are aware of them.

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.

Reason determined out of compliance: You did not have immunization records for any family members. For Jane and Michelle you stated they are not around the day care children. I need you

to send me a written statement they are not around the children

How to correct: For you and your husband I did not find a copy of your immunization records. I gave you a form to have a doctor sign regarding the immunizations. See if they will complete and sign the form for you.

110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: You stated you do not have a soft landing surface under the play equipment in the outdoor play area.

How to correct: You have signed a Corrective Action Plan (a copy is enclosed) which you agreed you will not use the outdoor play area until the equipment has been removed. You stated you did not plan to place a soft landing surface under the equipment.

110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok. With that in mind you need new information for all children in care as the forms you have are more than a year old.

110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

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.

Reason determined out of compliance: I did not find this information in the files for the school-aged children in your care.

How to correct: I have attached a form you can have the parents fill out and sign that meets this requirement.

110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in the files for the school-aged children in your care.

How to correct: You can have the parent fill out that area of the Child Intake Sheet for authorizing who can pick up their child.

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.

Reason determined out of compliance: You did not have a form with the required information on it for trips away from the home. Thus you do not have written permission from the parents to meet this requirement.

How to correct: I have attached a form you can use for this. Whenever you transport a child away from your home you need to have the parent(s) sign this form prior to the trip.

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: January 23, 2014

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319 892-6826 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
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. They have consultants who can assist you in coming into compliance. You can reach Child Care Resource and Referral at 866-324-3236

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://cmis.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).

