



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/21/15

Kelli Chapman
2001 Palisades Rd. SW.
Mount Vernon, IA 52314

Dear Child Care Provider,

This letter is in regards to the 10/9/15 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:

441 IAC 110.4 Limit. Except as provided in subrule 110.4(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.

As a Level B provider you are limited to 12 children in care at any point in time. Of the 12 children no more than 3 can be under 18 months of age, no more than 4 can be under 24 months of age, and no more than 6 can be under school aged (not started Kindergarten yet). You may care for an additional 2 children who are under school aged so long as the times you are over 6 children who are under school aged are tracked and they stay below 180 hours a month. You may never have more than 8 children who are under school aged at a time in your care. You may have in addition up to 4 school aged children. If your numbers are over 8 children, for 2 hours or more, you are required to have an approved assistant to help with childrens needs.

You had 11 children in your care upon my visit on 10-9-15. You stated there were school-age children because they attended a preschool program. The state's definition of SCHOOL-AGE is that they have started kindergarten. Until the day they actually starts kindergarten they are not considered SCHOOL-AGE for the definition and child day care registration.

A child development home safety plan was developed and signed on this day. At that time you agree to stay within the allowed number of children for a level B Registered home. As you requested I am enclosing the definition of SCHOOL-AGE.

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.

Due to a rule change you now need emergency numbers posted in your home. You are in the process of remodeling the home and just finished the kitchen area where these numbers had been. You stated that you will get them back up.

441 IAC 110.5(1)“b” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child. **You had medications, poisonous, toxic or otherwise unsafe materials within access of children. These need to be in a location with secured access from children. Best practice is all medications and poisonous, toxic or otherwise unsafe materials be locked away from children. Your cleaning supplies for stored under the kitchen sink but it does need some kind of a lock.**

441 IAC 110.5(1)“e” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous.

You need caps on some outlets. You had some but you need them on all of the outlets . All outlets should be checked for caps every day to ensure child safety.

441 IAC 110.5(1)“f” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers. **Fire marshal states there should be a 3 ft clearance from all gas pilot lights. You need to move stuff away from the pilot lights. You are in the process of remodeling but even during that time the pilot lights should be clear of combustible materials.**

441 IAC 110.5(1)“i” Annual laboratory analysis of a private water supply shall be conducted to show satisfactory bacteriological quality. When children under the age of two are to be cared for, the analysis shall include a nitrate analysis. When private water supplies are determined unsuitable for drinking, commercially bottled water or water treated through a process approved by the health department or designee shall be provided. **Need to test your water supply annually. I asked for clarification on your test results. It seems the company tested for something different than what is needed for child care. Our rule requires an annual satisfactory bacteriological quality (and nitrates when children under the age of two are to be cared for). The test completed was conducted by the EPA. The test was for groundwater contamination from the U.S. Nameplate facility nearby. The test found that none of these volatile organic compounds were detected in their well- water. (that is good news) EPA says they will continue to evaluate potential for contamination and they may be contacted in the future for additional samples. Please have the test for bacterial quality completed.**

441 IAC 110.5(1)“j” Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas. **Need at the following exits front door. Ne dto get back up since remodeling.**

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. **You had been documenting your drills January and February of this year, but then you stopped. You need to do them and documented every month.**

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. **Need to test and document monthly.**

441 IAC 110.5(1)“q” **(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). . **Needed annual pet records and need to be on the new form, 470-5153, which I left a copy of for your use.**

441 IAC 110.5(1)“t” Homes with private sewer systems or waste water are tested for efficient functioning and improper leakage. Compliance shall be verified by the local board of health within 12 months of renewal or new registration. **Need initially and every 2 years. You stated it was completed August 2015 but you do need to obtain the documentation.**

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

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. **Need now every 3 years and on the new form, 470-5152 which I left a copy for your use.**

441 IAC 110.5(2)“b” (1) Certificates or training verification and record check documentation. Within the first three months of registration :

Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) **I am including the web site to obtain the mandatory reporter training for free. This web site is sponsored by the Iowa Department of Public Health. If there are any problems with using it or obtaining a certificate you will need to call the number on the web site. Expired 7 – 15**

WHO: This training is designed for child care providers

WHAT: Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number (this is on your certificate)

WHEN: Any time day or night, this is a self-study course. Your certificate will be made available for you to print upon successful completion of the course. I believe it takes 2 – 3 weeks to obtain the link to print the certificate after you successfully complete the course.

Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date. **Need the training as your first aid expired 4 – 15 and CPR expired 4 – 14. You stated you are scheduled for this training 10 – 17 – 15.. For assistance in finding training call CCRR at 866-324-3236 x 1410.**

441 IAC 110.5(8) Children’s Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains: **The children’s files must be updated annually with the emergency medical authorization completed yearly. If the parent wants to review, edit and re-sign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine’s Day, etc. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or re-sign the emergency medical and intake information.**

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. **Need for: BS and an update for MS, RW, DS, SA and RH needs the form dated. .**

441 IAC 110.5 (8) “b”. Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child’s regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency. **Need for: BS and an update for MS, RW, DS, SA and RH needs the form dated.**

441 IAC 110.5(8) “c”. A signed medical consent from the parent authorizing emergency treatment. **Need for: BS and an update for MS, RW, DS, SA and RH needs the form dated. .**

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 **Need for: RS,PS, SA, LP, BS, RO, RH, AND RW NEEDS TO HAVE IT SIGNED BY A DOCTOR.**

441 IAC 110.5(8) “h”. For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since. **Need for: RH .**

441 IAC 110.5(8) “g”. A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization

record shall be acceptable. **Need for: SA, LP, SB, RO, RH AND RS AND PS ARE ON THE WRONG FORM.**

441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child. **Need for all children in your care.**

441 IAC 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.9(1)"a" No more than six children not attending kindergarten or a higher grade level shall be present at any one time. **On day of visit you had 11 preschool children in care.**

441 IAC 110.9(1)"b" Of these six children, not more than four children who are 24 months of age or younger shall be present at any one time. Of these four children, no more than three may be 18 months of age or younger. **On day of visit 4 were under 18 months of age and 5 were under 24 months of age.**

441 IAC 110.9(1)"d" In addition to these ten children, no more than two children who are receiving care on a part-time basis may be present. **You had more than 2 children receiving part time care. You do need to track this and have it available to show up on visits. You are limited to 180 hours a month so you need to track to know how many hours a month you have used. I am enclosing a form that was devised to assist with that. This form is not required but it is an easy document to use for tracking part-time hours.**

Suggestions for Improvement:

Your Child Care Resource and Referral Consultant has a wealth of knowledge and insight into your day to day struggles as an in home child care provider. They are a valuable resource to you. Please call to arrange a appointment .

In addition HACAP has many programs that could be of assistance to you. They operate the PACES to quality and the CACFP(Food Program). Please feel free to call them

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, you will be required to have a recheck or follow up visit to your home.

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: 45 days from receipt.

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,

Lisa Wesbrook
Social Worker II

Karen Andrew
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 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://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).