



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 4, 2014

Robin Reinier
12775 Highway 149
Ottumwa, Iowa 52501

Dear Robin,

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

This letter is in regards to the February 3, 2014 compliance check of your Level C-1, 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:

110.4 No more children are in care than the rules for the specific category will allow.

Reason determined out of compliance: I observed you had 11 preschool aged children in your care during the visit on February 3, 2014. As a Category C-1 you can provide care to no more than 8 children at any one time. Please remember your assistant's child is of pre-school age and must count in your numbers.

How to correct: You signed a Corrective Action Safety Plan (enclosed) in which you Agreed to provide care to no more than the maximum allowed as a Category C-1 Provider (8 children) at any one time.

110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: You were providing care to more than the maximum allowed as a Category C-1 provider. I observed you had napping children in a bedroom and in the living room which you did not provide careful supervision for. The napping child in the living room was not checked for over 35 minutes and the child in the bedroom for more than an hour.

How to correct: When you have children napping in an area other than the play room you need to check on them a minimum of every 20 minutes.

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 practice fire and tornado drills monthly.

How to correct: I left a form with you to use to meet this requirement. Practice the fire and tornado drills monthly and document the date and time you did this on that form.

110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I observed you do not have a smoke detector mounted in the living room area and you have children take naps in this room.

How to correct: Place a smoke detector in the living room.

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 test the batteries in your smoke detectors monthly.

How to correct: I left a form with you to use to meet this requirement. Test your smoke detector batteries monthly and document the date and time you did this on that form.

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 written policy that meets this requirement.

How to correct: Using the information sheet I left with you as a guide write a policy for health-related emergencies.

110.5(2) b- Certificates or training verification documentation for:

110.5(2) b- Within the first three months of registration:

110.5(2) b- Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Reason determined out of compliance: I reviewed your Mandatory Reporter of Child Abuse training certificate and noted it expired June 2, 2013.

How to correct: You need to take this training as soon as possible. You can take it on-line at the DHS website for training.

110.5(2) d- An individual file is maintained for each substitute and contains:

110.5(2) d- 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.

Reason determined out of compliance: I reviewed your substitute file for Randi and it did not have verification she has taken the required training in Infant and Child first-aid and CPR.

How to correct: You stated both you and Randi are scheduled to complete this training in April of 2014. Complete the course and place a copy of her certificates in her substitute file.

110.5(8) Children's Files

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

You did not have any file information for two children so you need all of the information listed below for their files. If you have the parents complete and sign the Child Intake and Emergency

Medical Authorization forms it will meet the requirement for a, b, c and f below. You will need to get a copy of a physical done within the past 12 months for each child and a copy of their Iowa Dept. of Public Health immunization certificate as well.

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.

Reason determined out of compliance: I did not find this information in the file for one child.

How to correct: You need the parents of this child to fill put your form to gather this information or use the Child Intake Sheet I left with you.

110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information in the file for one child.

How to correct: You need the parents of this child to fill put your form to gather this information or use the Child Intake Sheet I left with you.

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

Reason determined out of compliance: I did not find this information in the file for five children.

How to correct: You need to have the parents of these children sign an Emergency Medical Authorization for their child. You can use the form I left with you for this.

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.

Reason determined out of compliance: I did not find this information in any children files.

How to correct: Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies.

110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not review the file for the one school aged child in your care.

How to correct: I will plan to review his file during the follow up visit scheduled for March 5, 2014.

110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find a current physical in the files for four children.

How to correct: The parents of these children can get a copy of a physical form their doctor's office. If their child has not had a physical completed in the past 12 months they will need to get one done.

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 review the file for the one school aged child in your care.

How to correct: I will plan to review his file during the follow up visit scheduled for March 5, 2014.

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 file for two children.

How to correct: You can have the parents of these children give you this information on the form you have for this of use the Child Intake Sheet I left with you. Please make sure they give you a name, phone number and relationship to the child of any person they authorize to pick up their child.

110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find a current physical in the files for two children. One child's certificate needed a doctor's signature.

How to correct: Get a copy of the two children's Iowa Dept. Public Health certificate and get the doctor to sign the one that needs this.

110.5(8) h- For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Reason determined out of compliance: I did not review the file for the one school aged child in your care.

How to correct: I will plan to review his file during the follow up visit scheduled for March 5, 2014.

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 talked about field trips you take with the children in your care. You have a general permission slip you use for this. It does not include the specific information listed above.

How to correct: I left a Field Trip form with you to use to meet this requirement. Complete this form for any activities away from your home and have the parents sign it prior to going on the activity.

110.5(9)-The provider meets the following requirements:

110.5(9)-a Gives careful supervision at all times.

Reason determined out of compliance: During the visit I observed two children taking naps, one in the living room and one in a bedroom. I arrived around 2:00 pm and the child in the bedroom was not checked on until 3:30 p.m. The child in the living room was not checked on for more than 35 minutes.

How to correct: To meet this requirement you need to check on a sleeping child every 20 minutes. As we discussed form now on you will check on napping children on a more frequent basis and a minimum of once every 20 minutes.

110.5(9) c- Gives consistent, dependable care.

I am unable to determine compliance at this time as additional information is still being gathered.

110.5(10) Substitutes

110.5(10) a- All standards regarding supervision and care of children apply to substitutes.

Reason determined out of compliance: You stated your substitute Randi does not have current certification for Infant and Child First-aid and CPR.

How to correct: You have scheduled for her to take this training in April of 2014.

110.5(10) e- The provider maintains a written record of the number of hours substitute care is provided, including

Reason determined out of compliance: Today while I was present you left to go to the school to pick up a child. You do this most days. You leave Randi in charge of the children as she is being used as a substitute. You did not have any record of the hours you are using her for this.

How to correct: I gave you a form to use to record the hours of substitute care used. Complete this form whenever you use an approved substitute to provide care in your absence.

According to Kinder Track you were approved to be a C-1 Registered Child Development Home on August 27, 2013. The certificate you have says you are a Category C-1 and that you provide care to a maximum of eight children at any one time. So you must not have more than eight children in your care at any one time.

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 on March 5, 2014 at 10:00 a.m.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 866/534-3112 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. You can reach Child Care Resource and Referral at (Text field for phone).

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).