Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

6/12/14

Kim Pope
546 D St
Conroy IA 52220

Dear Kim,

It was a pleasure to again meet with you and to review Child Development Home Registration rules. You do not have much to work on but it is all doable. My job is to help you come into compliance so if you have any questions while working on things, please feel free to call me or e-mail me.

Please find your copy of the, Checklist for Child Development Home Registration. I will be referring to the Child Development Home Registration Guidelines (Comm. 143) in this letter. You should receive the site to locate a copy of these at every application/renewal or a post card to return to Des Moines if you prefer to have them mailed to you. If you need an additional copy please call the Des Moines office 1-866-448-4605 or e-mail a request at crsacca@dhs.state.ia.us and they will send one to you. I will refer to these as, guidelines, for the rest of this letter. There are some sample forms in the last section of the guidelines, which were created to document the items needed for compliance. Feel free to use these forms for your programming. There are two typos on page 28 of some printed copies. The line that states "Total children under school age, including those under 24 months" should read 6 for both a level A and B. The guidelines are also on line. You may go to the following site to locate them on line: http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/Manual_Documents/Master/comm143.pdf

This letter is in regards to the compliance check of your Level B, Registered Child Development Home completed on 6/11/14. 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)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.

Need one in the following room: top of stairs coming up from basement - will contact CCRR to see if they have one she may obtain.

☐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. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, ect. 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 resign the emergency medical and intake information.

☐110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. One just expired. This child is leaving care next week.

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, 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 complete the top portion of the letter, sign and date below, and return this form in the provided envelope by: 45 days of 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

Attachment : Checklist for Child Development Home Registration

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 or go to the following web site: http://www.iowaccrr.org/who_we_are/region_5 and click on current training calendar which you will find in the body in red text.

The CCR&R website has a host of information including a document called Q/A. That document is the clarification of many questions and corresponding answers staff has had on the day care rules. This is a fluid document and new questions and answers are being added. I would suggest you review it at least every 6 months. You can find it on the CCR&R website. The exact address for the question and answer document is:
http://www.iowaccrr.org/resources/files/Consultant/CDH%20Question_Answer.pdf

HACAP also has a training newsletter. To obtain that newsletter you can email them. Send your name, address, phone number, e-mail address, and that you are a registered child development home to Ashley at ameincke@hacap.org . You may also call them: Child Care Programs at 319-739-1556 if you have any questions.

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. In addition to the approved 24 hours you will also need valid certificates in CPR, first aid and Mandatory child abuse training at time of renewal. 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. This site also has the forms to use to request training approval.

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).

An additional site that you might find helpful is the US Consumer Product Safety Commission recall site. If you go to the site and register your e-mail address the site will automatically send you updates on any products that are on recall. Baby items seem to go on recall often, especially sleeping equipment, pack and plays, car seats and toys. This is a good site to be aware of or to have the automatic updates sent to you. https://www.cpsc.gov/cpsclist.aspx

There is a law change I want to make you aware of. There was a rule change effective 6-1-13 You are no longer required to have a land line phone as a registered child development home. If you eliminate your land line phone please e-mail the CCA in Des Moines with a current contact phone number. That e-mail address is: crsacca@dhs.state.ia.us

Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: _____6/12/14_____

Attention Parent and/or Guardian of child attending __**Kim Pope**_____
Child Development Home.

The Iowa Department of Human Services requires all childcare providers to maintain an individual file for each child in their care. This file must include the following items:

1) Intake information which includes the following: child's name and DOB, parents name, address and phone numbers at home and work; along with documentation of any special needs of child
2) Emergency medical authorization signed by the parent,
3) Emergency contact information, which includes parents' names and phone numbers, doctors name, address and phone numbers along with name, phone number and relationship of another adult available in case of an emergency
4) List completed and signed by the parent on people who can pick up the child including their phone number and relationship to the child
5) Immunization certificate
6) Yearly statement of health: for school age children it can be signed by the parent. For infants and preschoolers it must be signed by a physician
7) A physical:
   a) For infant and preschoolers: it must be at their initial start of childcare and then annually (the yearly statement of health form above)
   b) For school age children: it must be, at the minimum, dated at the time of their elementary school enrollment.

If you do not have the above requirements to the Child Development Home the provider has been directed to no longer care for your child until the necessary paperwork has been obtained as they are out of compliance. The provider has given you 30 days to obtain this information. If it is not in their file by the end of the 30 days which is, ____**7/30/14**_____ they have been directed they should no longer care for your child until it has been obtained. Please feel free to call me if you have questions on this matter.

Lisa Wesbrook (Linn County: last name A-J & Benton and Iowa County) 892-6826 OR
Dale Garlinghouse (Linn County: last names K–Z & Jones County) 892-6803
Day care registration workers