



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/21/13

Jodi Seely
4480 Oak Creek dr
Norwalk Ia.50211

Dear Jodi,

This letter is in regards to the 10/18/13 complaint check of your Category C-2, 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:

- 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.
- 110.5(1)q All animal waste is immediately removed from the children's areas and properly disposed of.
- 110.5(1)q No animals are allowed in food preparation, storage or serving areas during food preparation and serving times.

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

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.

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

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.

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.

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

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

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.

110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

110.5(9) The provider meets the following requirements:

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

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 on or before 11/1/13.**

Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 11/1/13.

Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into 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: _____.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Terry Petersen
Child Development Home Compliance Checks
DHS, Polk County

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).