



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 1/6/16

Shantel Bragg
3139 SE Cherry Blossom Drive
Ankeny, IA 50021

Dear Shantel,

This letter is in regards to the 10/1/15 compliance check of your Category 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. (At the time of the spot check, you had accepted a drop in child giving you a total of 9 children under school age. You were over allowable numbers of part time under school age children by one child. You cannot exceed 6 full-time and 2 part-time for a total of 8 children under school age at any one time.)

441 IAC 110.5(1)“1” A safety barrier shall surround any heating stove or heating element, in order to prevent burns. (You need to obtain a safety fence or barrier around your gas fireplace, or need to discontinue any use during childcare hours. The glass door surface is hot to the touch.)

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:

441 IAC 110.5(8) “e”. A statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. 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 physician statement. (Several of your children’s files needed updated physician signed statements of health.)

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.

441 IAC 110.9(1)“c” In addition to the six children not in school, no more than four children who attend school may be present.

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. (See description from earlier section. Over allowable numbers by one child.)

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: 2/25/16.**

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 or after: 2/25/16.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

C. Mark Chappelle
Social Work Supervisor
DHS, Dallas County
(515) 993-1705

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 1-800-722-7619.

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://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC%20Professional%20Development.pdf) 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).