Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 24, 2014

Alma Carmenate
2750 Sheridan Ave
Des Moines, IA 50310

Dear Ms Carmenate,

This letter is in regards to the February 17, 2014 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:

☐110.5(1)m Has not less than one **2A 10BC** rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Your current fire extinguisher is too small. You will need to replace it with a larger unit, classification 2A 10 BC or larger. Please check the label on the extinguisher before purchase to make sure it's the correct size. Extinguishers can be purchased at Wal-Mart, Menards, Home Depot, etc.

☐110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

You indicated you are working with Child Care Resource and Referral to get this scheduled as your current certification is expired.

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

☐110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Please use page 33 and 34 in the packet that was provided for you. Make sure your physician fills this form out for all household members every 2 years.

☐110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

You indicated you are working with Child Care Resource and Referral and are scheduled in March for the remainder of your classes. Please keep all training certificates in your provider file for easy access.

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)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.

Please use page 3 in your packet, have parents fill out and sign.

☐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.

Request from parent.

☐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.

Request from parents. You can use the form on page 4.

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

Request from parents. You can use the form on page 4.

☐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.

Request from parents. You can use the form on page 4.

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

Request from parent.

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 March 28, 2014.**

☐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 _____.

x☐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: March 28, 2014.

X_____ _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
515-564-4033 (fx)
mcrawfo@dhs.state.ia.us

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).