



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

01/28/14

Darla Parks
1217 15th St
Rock Valley, Iowa 51247

Dear Child Care Provider,

This letter is in regards to the 01/24/14 compliance check of your Level C1, 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.

You had four children in your home under the age of 18 months, which you were aware would place you over numbers. A corrective action plan is required to be written and submitted to the Dickinson County Department of Human Services by 02/17/14. The corrective action plan will include how many children, including ages that you can have in child care at one time. You will include how you plan to stay in compliance with child care numbers as allotted per Iowa Administrative Code for your registration category of C1 and you will state that you will follow the Iowa Code and no longer be over numbers.

You also are aware that small child care children that are napping are not to be covered up by blankets during naps for safety reasons. However, you said they needed their blankets.

We discussed if you choose to be a registered child care provider you need to follow the rules per Iowa Administrative Code. If you continue to knowingly not follow the Iowa Administrative Code revocation proceedings of your registration will occur.

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

You were over numbers for children under 18 months and the small children napping were covered with blankets.

110.5(1)d Medicines are given only with written authorization from the doctor or parent.

You said you do not give childcare children medications during childcare hours.

110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

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.

You have a fire extinguisher, but it needs to be brought out of the back room and placed in a visible and readily accessible place.

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

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.

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:

Each child's file needs to be updated annually. Below is what needs to be in each childcare child's file and updated annually.

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.

110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"

110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present 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 after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 1-866-336-2555 ext 2409 if you have any questions regarding this letter.

Sincerely,

Kim Heneke BSW SWII
Dickinson County Department of Human Services
1802 Hill Ave
Suite 2401
Spirit Lake, Iowa 51360
1-866-336-2555 ext 2409

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 1-800-859-2025.

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://cmis.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).