



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

11/18/13

Mary Anne Alberhasky  
2632 Letaville Dr  
Muscatine IA 52761

Dear Mary Anne,

This letter is in regards to the 11/15/13 compliance check of your Level A, 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)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Mary needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children. Mary needs to fix child locks under kitchen sink and bathroom sink. Mary needs to move hand sanitizer in kitchen out of reach of children.**

110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

**Mary needs to show first aid kit in transport vehicle.**

110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Mary needs to have gloves, tweezers in home first aid kit.**

110.5(1)e Electrical wiring shall be maintained.

110.5(1)e All accessible electrical outlets are safely capped.

**Mary needs to place safety caps in 2 outlets in bathroom, 1 outlet in kitchen and 2 outlets in living room.**

110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Mary needs to store pool ladders, pump and hose as well as aluminum poles on sailboat.**

110.5(1)i An annual laboratory analysis shows satisfactory bacteriological quality if a private water supply is used. Nitrate analysis when children under 2.

**Mary needs to provide documentation of this.**

110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

**Mary needs to post these plans by kitchen rear door. Please see example.**

110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Mary needs to show routes for fire and tornado on the plans posted and add written plan for flood/evacuation.**

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

**Mary needs to practice monthly and document.**

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.

**Mary needs extinguisher for her basement area. She will need a sign on pantry door denoting kitchen extinguisher's location since it is not visibly displayed.**

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.

**Mary needs to place detector at the top of her basement steps.**

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

**Mary need to check monthly and document.**

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](http://www.iowasmokefreeair.gov).

**Mary needs to place compliant signs in transport vehicle.**

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.

**Mary needs to show proof of annual exam for Tippy. Mary needs to show shot record for Tippy and Jake.**

110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use.

**Mary needs documentation of ASTM standards for her current pool cover.**

110.5(1)s If children use above ground or in-ground swimming pools:

110.5(1)s Written permission from the parents is on file.

**Mary needs to have permission slips in each children's file regarding permission for water activities.**

110.5(1)t Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.

**Mary needs to contact the Muscatine County Sanitarian or septic service technician to complete inspection and provide documentation of this. This is not a DNR time of transfer inspection.**

Jodee Stepleton

563/263-0482

3610 Park Ave.  
West

Muscatine, IA  
52761

- 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**Mary needs to show documentation of her procedures on how she would care for mildly ill children that become sick while in her care (prior to their parents coming to pick them up.)**

- 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.

**Mary needs to show documentation of current physical for Mary Anne, Joey, Matt, Elizabeth, Chloe, Charlie and proof of immune status for Polio, MMR and dTap for Mary Anne, Joey, Elizabeth, Chloe and Charlie.**

- 110.5(2)b Certificates or training verification documentation for:

- 110.5(2)b Within the first three months of registration:

- 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Mary needs to show documentation of current course completion.**

- 110.5(3) Activity Program.

- 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Mary needs to discontinue use of older style crib for her daycare children.**

- 110.5(4) The certificate of registration is displayed in a conspicuous place.

**Mary needs to display her current registration certificate.**

- 110.5(8) Children's Files

**Need separate child file for C.D**

- 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.

**Need for C.C., K.C. Need update for K.P., O.P.**

- 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.

**Need for C.C., K.C. Need update for K.P., O.P.**

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

**Need for C.C., K.C.**

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.

**Need for C.C., K.C., O.P.**

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.

**Need school aged health status for J.D., C.D., K.P.**

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

**Need updated physical for A.S.**

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.

**Need for C.C., K.C. Need update for K.P., O.P.**

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

**Need update for O.P. Need signature and date on form for A.S.**

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

**Need for J.D., C.D., K.P.**

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.

**Need for C.C., K.C.**

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 by 1/2/14.**

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 sometime on or after **1/2/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

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 1-866-324-3236

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](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).