



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 29, 2015

Jennifer Hollister
17163 Pepper Lane
Dubuque, IA 52001

Dear Child Care Provider,

This letter is in regards to the 9/28/15 compliance check of your Level 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:

FINDINGS: *Identify FINDINGS in each area of non-compliance.*

- 441 IAC 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- 441 IAC 110.5(1)"a" The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must **prominently display all emergency information**, and all travel vehicles must have a paper copy of emergency parent contact information. **You need to repost the sign with parent's names & numbers.**
- 441 IAC 110.5(1)"c" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, antiseptic cleaning materials, **disposable tweezers**, and disposable plastic gloves. **You may contact CCRR for tweezers.**
- 442 IAC 110.5(1)"d" Medications shall be given only with the parent's or doctor's written authorization. Each prescribed medication shall be accompanied by a physician's or pharmacist's direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child's name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given. **Need the IDPH form, enclosed and at**
- 441 IAC 110.5(1)"n" The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes. **You need to install a new smoke detector in one of the bedrooms you use for sleeping. Your husband was waiting to install it until the children woke from napping.**
- 441 IAC 110.5(1)"o" Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of

tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children. **You need on the garage door.**

All signs shall include:

- (1) The telephone number for reporting complaints, and
- (2) The Internet address of the department of public health (www.iowasmokefreeair.gov)

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

441 IAC 110.5(2) "a" A physician's examination report for the provider and all members of the household .

Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. **You, Joseph, Addison, Logan, & Jacob need to be placed on the correct forms.**

441 IAC 110.5(2) "b" (2) Documentation from the department confirming the record checks required under 441 IAC 110.7(3) have been completed and authorizing or conditionally limiting the person's involvement with child care. **Need to locate, if you cannot, contact DHS registration unit at 866/448-4605.**

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: **Enclosed is the sheet that I used to review the files.**

441 IAC 110.5(8) "d". An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. **You need one.**

(1) The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.

(2) The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

(4) The examination report or statement of health status shall be on file before the child's first day of care

441 IAC 110.5(8) "f". A list signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child. **This is on your consent & release form for 3 files.**

441 IAC 110.5(8) "i". Written permission from the parent for the child to attend activities away from the child development home. The permission shall include: **This is on your consent & release form.**

(1) Times of departure and arrival. (2) Destination. (3) Persons who will be responsible for the 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.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. **If you scan me the tweezers in the first aid kit, the parents numbers up, smoke detector up & the no smoking sign up, I will not make a return visit this year. If not, I will be back in the home to view after the date below.**

Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in 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: 11/16/14

X _____
Signature Date

Please do not hesitate to contact me at DHS if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY

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Social Work Supervisor

Always Remember: for DHS forms-<https://dhs.iowa.gov/sites/default/files/Comm143.pdf>.

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.

For Dubuque County: CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: cherie.kennedy@episervice.org Child Care Consultant, CCRR

Kacey Wiest: kacey.wiest@episervice.org Child Care Consultant, CCRR

Tara Roddick: tara.roddick@episervice.org Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: Stephanie.vangroll@episervice.org Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 mmcmahon@cityofdubuque.org Dubuque Fire Department

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).