



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 2/9/15

Edythe Williams
2207 Barr Drive
Ames, IA 50010

Dear Edythe,

This letter is in regards to the 2/5/15 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:

110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. (You need to install child safety locks on your lower kitchen cabinet or need to move your cleaning supplies out of reach of children.)

110.5(1)d Medicines are given only with written authorization from the doctor or parent. (You were administering medication to one of the children in your care. You need to have written consent from the parent on file. I suggest using the Medication sheet I shared with you.)

110.5(1)e All accessible electrical outlets are safely capped. (You need to install plastic safety caps in all exposed electrical outlets.)

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 need to obtain a 2A 10BC fire extinguisher for your main level.)

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. (You need to install a battery operated smoke detector in your main floor living room and kids bedroom and in your basement family room and toy room.)

110.5(8) Children's Files

110.5(8)c A signed medical consent from the parent authorizing emergency treatment. (A few of your Emergency Medical Treatment Authorization forms in the children's files need to be signed by parents.)

110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. (You need to update several of your children's files with current physician signed statements of health.)

110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (A few of your children's files need current immunization forms.)

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"**

110.9(3)c If a basement window is used as an exit, the window is operable from the inside without the use of tools. (You need to remove the weather proof plastic over the window and need to repair or replace the window crank.)

110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window. (You need to install permanent steps leading to your egress window inside the home.)

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 5/4/15.**

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 5/4/15.

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
(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).