



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 14, 2014

Katie Howell
561 6th Ave S
Clinton, IA 52732

Dear Katie Howell,

Please read this carefully, failure to follow the instructions in this letter may result in revocation. A copy of this letter went to CCRR. You may contact CCRR for a follow-up visit. CCRR can help you get the forms and such you may need.

This letter is in regards to the 1/9/14 compliance check of your Category 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:

Reminder: On November 1, 2013 there will new forms for physicals (for provider, family and pets). There are other forms will be updated at that time. These forms will be required to be in files during the next checklist.

110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **This is because items are missing.**

Bathroom items

110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Need to put all items that state "Keep out of reach of children" need to be moved out of reach

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.

3 dogs – appt' 1-28-14

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

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

110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Need 12 hour for renewal and all online CAP from Des Moines

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.

Need 12 hour for renewal and all online CAP from Des Moines

110.5(8) Children's Files

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.

A-need date on form

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.

A- need date on form

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

A-not signed, D, G- need

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.

A-No date, D, G- need

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.

A-no date D, G- need

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

A-Update, D, G- need

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

L, S- need

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.

D, G- need

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 2/28/14.**

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 on or after 2/28/14.

Please do not hesitate to contact me 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 ex.t 422

800/650-6361 for long distance only

Fax: 563/557-9177

DHS web site: www.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. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

For Jackson & Clinton County:

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220,

Fax: 563-243-7331

Kathy Richmond: krichmond@iacommunityaction.org Child Care Consultant, CCRR

Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@clintonfd.us Clinton 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).