



March 17, 2015

Vilma Lara  
2915 61<sup>st</sup> Street  
Urbandale, IA 50322

Dear Child Care Provider,

This letter is in regards to the March 13, 2015 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)a Numbers for police, fire, ambulance, poison information posted by phone.

***Please use the form provided on page 29 of the packet of forms provided to you at the time of the spot check. Poison Control is already filled in for you, please fill in the numbers for your local police and fire department. 911 is acceptable to enter for your paramedics.***

110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***Use the same form on page 29. There are places to write the childrens information and contacts. I would suggest making a copy of this document so you can continue to use it if your children's information changes.***

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

***You had some cleaning supplies under your kitchen sink that were not secured. Please obtain a safety mechanism that prevents children from accessing these items or move the items to a higher location that children cannot reach. Safety items can be purchased at any Wal-Mart, Target, Babies/Toys R Us. Etc.***

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

***Your back yard was cluttered and needs cleaned up before it is appropriate to allow children to play in your backyard or deck area. Of particular concern were the homemade slides attached to the top of your deck railings. One of the slides exited directly on your deck and the other exited in your yard. These slides had no safety measures around them such as railings or side pieces to keep children from falling off and sustaining an injury. You have a young child in your care who is***

*nearly a year old and could be seriously injured on this unsafe play equipment. This code requirement cannot wait 45 days for completion. You agreed you would have the slides removed by 3/16/15 and stated you will not have children playing in your back yard until this is taken care of.*

110.5(1)h Is kept free from litter, rubbish and flammable materials.

*Please make sure your shed is closed and inaccessible to the children. You will also need to clean up the yard and remove paint cans and other unsafe items before you can use this area.*

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.

*You reported you do not have a current physical and need to get appointments set for yourself and household members. Please use the new forms provided on pages 24 and 25 of the packet of forms given to you at the time of the spot check. These forms can be taken to your doctor with you for completion and signature. You will be required to get a TB test. The forms are good for three years before they expire. Children living in your home who are under the age of 18 do not have to use this document, you can provide a school physical or other current document from their physician 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:

*It is suggested you have an annual time each year to review and update your files. I find that the child's birthday or the time they return to school typically works well.*

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

*You can use page 3 of the packet of forms provided to you at the time of the spot check or any appropriate forms you have in Spanish. The following children need this document signed and in their file: JO, AR*

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

*Request from parents. Child AR needs.*

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.

***Request from parents. Child AO needs.***

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

***Request from parents. Child AR needs. You reported that this child is new to your daycare and the file is not updated. Please make sure that in future situations you have all the necessary paperwork from the parent before the child starts coming to your home for daycare.***

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

***Request from parents. Child AO needs.***

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. (May come earlier due to the safety concern of the slide)

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: May 4, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

*Melissa Crawford*  
Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
Social Work Supervisor

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://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).