



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 13, 2013

Wanda Holley
1101 Locust St
Davenport, IA 52804

Dear Child Care Provider,

This letter is in regards to the 9/11/13 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:

- 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
Drill records not up to date, need more smoke detectors, non-smoking sign for car
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
Last documented 7/19/13- need to keep updated
- 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.
Need for play room ,book room, top of stairwell and office
- 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
Last documented 7/19/13- need to keep updated
- 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.
Needs one for her car
- 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.
Wanda- physical and immunization status
- 110.5(2)c An individual file is maintained for each staff assistant and contains:
Regina Moore

- 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.
Immunization needed
- 110.5(4) The certificate of registration is displayed in a conspicuous place.
Expired 9/1/13 – submitted renewal paperwork
- 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:
 - 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.
B.M needs updated
 - 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
B.M needs updated
 - 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.
X form not signed /dated
 - 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.
B. M need one
- 110.5(10) Substitutes
Regina Moore
- 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.
Resume documentation- not documented since 7/2013

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 10/21/13.**

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 10/21/13** by Becky Kalar.

Please do not hesitate to contact me at DHS at (563)326-8215, if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
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 (Text field for phone).

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).