



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

September 22, 2015

Breanna Rieber
3406 Viola Place
Shelby, IA 51570

Dear Child Care Provider,

This letter is in regards to the September 15, 2015 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:

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
The provider transports children for activities and field trips and needs to include emergency numbers in her vehicle.

441 IAC 110.5(1)"b" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
The household medications need to be locked up and secured away from children.

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.
The provider needs to include a first aid kit in the vehicles she is using to transport children and needs to include disposable tweezers in her kit. The provider can contact local CCRR to obtain disposable tweezers or find on line at Amazon.com.

441 IAC 110.5(1)"i" Annual laboratory analysis of a private water supply shall be conducted to show satisfactory bacteriological quality. When children under the age of two are to be cared for, the analysis shall include a nitrate analysis. When private water supplies are determined unsuitable for drinking, commercially bottled water or water treated through a process approved by the health department or designee shall be provided.
The provider has well water and reports they have never had the water tested. The water needs to be tested.

441 IAC 110.5(1)“j” Emergency plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

The emergency plans are by the first exit. There is no formal second exit and there are no emergency plans by the second exit.

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

The home had all required smoke detectors however the provider does not document testing the detectors monthly.

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.

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)

The provider had a non-smoking sign by the front door but not on the informal second exit.

441 IAC 110.5(1)“q” Providers shall inform parents of the presence of any pet in the home.

(1) Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal’s routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).

(2) Each pet bird in the household shall be purchased from a dealer licensed by the Iowa department of agriculture and land stewardship and shall be examined by a veterinarian to verify that it is free of infectious diseases. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. Children shall not handle pet birds.

(3) Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.

(4) All animal waste shall be immediately removed from the children’s areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.

(5) No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times

The provider has 1 dog and 6 cats. None of the animals had Form 470-5153 completed. Please see all of the above and correct in the next 45 days.

441 IAC 110.5(1)“v” The provider shall have written policy and procedures for responding to health-related emergencies

The provider did not have a health related emergency. Please see below for action steps that need to be included in your health related emergency.

You should have a written policy outlining the procedures and actions you will take in the event of a health-related emergency. The policy should address the following:

- ◆ First aid measures
- ◆ Contacting emergency medical services
- ◆ Transporting of an ill or injured child
- ◆ Contacting parents
- ◆ Care for the other children in your care during the emergency

COMMENTS: Assistance with developing policies is available from your child care health consultant at your child care resource and referral agency.

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.

All household members need to complete physicals on form 470-5152.

441 IAC110.5(2)“c” An individual file is maintained for each staff assistant and contains:

The provider has one assistant and was missing the following documents from her file.

(1) Documentation from the department confirming the record checks required under subrule 110.7(3) have been completed and authorizing or conditionally limiting the person’s involvement with child care

(2) A completed 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 approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

441 IAC 110.5(2)“d” An individual file is maintained for each substitute and contains:

The provider has one substitutes and was missing the following documents from the file.

(1) 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.

(2) A completed 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 approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

441 IAC 110.5(8) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. *The provider has two children enrolled. Please make sure to update all forms in files yearly.*

Each file contains:

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

(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.

(3) For a child who is five years of age or older and enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physical examination report.

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

One child was missing this in their file.

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:

(1) Times of departure and arrival.

(2) Destination.

(3) Persons who will be responsible for the child

The provider took weekly (sometimes several times a week) field trips all summer long and does not have records of written permission slips in the files. DHS field compliance cannot verify provider permission slips were used.

441 IAC 110.5(10) Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider

The provider did not keep track of substitute hours this past year. The sub watched children in care for provider when she had doctors appointments, etc. There is no way to determine whether provider only used substitute for 25 hours a month.

Please keep in mind that you cannot bill for your substitutes child in care that CCA is paying you to care for when you are gone.

d. Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)

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.

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

The provider was in compliance with the number of children she can care for as a registered Category B child development home. This information is included for informational purposes only.

441 IAC 110.9(1)"a" No more than six children not attending kindergarten or a higher grade level shall be present at any one time

441 IAC 110.9(1)"b" Of these six children, not more than four children who are 24 months of age or younger shall be present at any one time. Of these four children, no more than three may be 18 months of age or younger.

441 IAC 110.9(1)"c" In addition to the six children not in school, no more than four children who attend school may be present

441 IAC 110.9(1)"d" In addition to these ten children, no more than two children who are receiving care on a part-time basis may be present.

441 IAC 110.9(1)"e" No more than 12 children shall be present at any one time when an emergency school closing is in effect.

44 1 IAC 110.9(1)"f" If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old

441 IAC 110.9(3) Facility requirements

441 IAC 110.9(3)"c" The home shall have a minimum of two direct exits to the outside from the main floor.

The providers home has only a front door. There is not a second exit from the home. The provider reported she is going to use a back bedroom window. This window is above the floor and does not terminate at grade level. There are no permanent steps. The provider must put steps on the inside of the home leading up to the window and then outside the home leading from the window to the ground.

(1) If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

(2) All exits shall terminate at grade level with permanent steps.

(3) A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24

inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window

(4) Occupancy above the second floor shall not be permitted for child care.

441 IAC 110.10(3) Facility requirements:

441 IAC 110.10(3)“a” The home shall have a minimum of 35 square feet of child-use floor space for each child in care indoors, and a minimum of 50 square feet per child in care outdoors.

441 IAC 110.10(3)“b” The home shall have a separate quiet area for sick children.

441 IAC 110.10(3)“c” The home shall have a minimum of two direct exits to the outside from the main floor.

(1) If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

(2) All exits shall terminate at grade level with permanent steps.

(3) A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window.

(4) Occupancy above the second floor shall not be permitted for child care

Suggestions for Improvement:

DHS field compliance worker strongly encourages the provider to maintain contact with CCRR representative. It is recommended the provider have CCRR to the home to review Checklist for Child Development Home Registration and to review changes to policy and rules. DHS field compliance expects the provider to be up to date with changes in policy and rules for Registered Child Development homes.

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.

The provider will have 45 days to come into full compliance. A follow up check will be completed on or after November 2, 2015. The provider reported she will be only caring for after-school children

during this time so follow up check will occur after 4:00 PM. Please contact your local CCRR representative for assistance with coming into compliance.

Please do not hesitate to contact me at DHS at (712) 328 – 5713 or mnoddin@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

A handwritten signature in black ink that reads "Michelle Nodding". The signature is written in a cursive, flowing style.

Social Worker II

A handwritten signature in blue ink that reads "Anne Matthai". The signature is written in a cursive, flowing style.

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 1-800-945-9778.

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).