Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 7, 2013

LaToya Lovelady
1248 E. 17th Court
Des Moines, IA 50316

Dear Ms Lovelady

This letter is in regards to the November 6, 2013 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:

NOTE: The check list indicated below is representative of all the Child Development Home requirements and codes which registered child care providers are expected to comply with. It is my understanding that you do not currently have any children that you are providing childcare for at this time but you wish to maintain an active registration status. In the event that you resume child care, please be sure that you review this checklist in its entirety and make the necessary changes/updates before children come to your home. I am including a second check list letter identifying ONLY the areas that I observed to be out of compliance.

☐110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

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

You indicated you do have these numbers, they would need to be reposted upon accepting daycare children.

☐110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Please repost when you resume childcare services. I provided a packet of forms and there is a page that identifies evacuation plans and how to create those.

☐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.

These can be purchased at Wal-Mart, Menards, Home Depot, etc. MAKE SURE that the extinguisher is the correct size and classification. You need a 2A classification or larger.

☐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.

Replace smoke detector in the living room.

☐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.

Please repost upon new child care arrivals.

☐110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

Call Child Care Resource and Referral (CCR&R) at 1-800-722-7619 for information about classes and trainings.

☐110.5(1)v The provider has written policies about responding to health-related emergencies.

Advised information in packet titled Health Related Emergencies. Advised to include notification that provider is not responsible for medical or ambulance expenses acquired during an emergency occurring at daycare.

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

☐110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Call CCR&R

☐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.

Call CCR&R. There may also be a form in your packet that lists options for the CPR class.

☐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.

☐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.

Call CCR&R. There are also some online courses, identified in your packet.

☐110.5(2)c An individual file is maintained for each staff assistant and contains:

If you plan to maintain your assistant/substitute, the following are requirements.

☐110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐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.

☐110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐110.5(2)d An individual file is maintained for each substitute and contains:

☐110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. 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.

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 YOU RESUME CHILDCARE.**

☐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 _____.

x☐Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into 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: AT THE TIME OF RESUMING CHILD CARE.

X_____ _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N. 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
(515-) 564-4033 (f)

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).