



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 10, 2014

Tamara Forney  
1624 E. Pleasantview Dr.  
Des Moines, IA 50320

Dear Child Care Provider,

This letter is in regards to the July 9, 2014 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.

**Poison Control Number: 1-800-222-1222.**

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

**Please use the form included in this mailing as an aid in making these numbers easily accessible. Please hang this form near a phone and in a visible location.**

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

**Put up baby gate to kitchen to protect from cleaning supplies under kitchen sink. You will also need to replace the safety feature on the cabinet. Another option would be to move the cleaning supplies to a higher location out of the children's reach.**

110.5(1)e All accessible electrical outlets are safely capped.

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

**Remove lighter fluid from porch and place in a safe location away from the 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 refer to the map in your packet to assist in this process. Go to the county assessor's website and print of a floor plan of your home. Use this floor plan to create a map and write written instructions so it is obvious what your plans are to address fire or tornado emergencies.**

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.

**Current extinguisher is too small, replace with a larger classification. Please be sure to check the classification before purchase to ensure the correct size.**

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](http://www.iowasmokefreeair.gov).

**Signs have been included in this mailing.**

110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

**Be advised that couch sleeping is not appropriate as children could roll off. It is suggested you purchase a crib or an approved pack and play of appropriate size to accomdate the child using it. You can also access the floor or a firm mat that is on the floor. It is also not advised to leave children to sleep in their car seats for any extended time period unless you have a note from a physician.**

110.5(2)b Within the first three months of registration:

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

**Can be taken online, see the website in your packet on page 15.**

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.

**Contact Child Care Resource and Referral at 1-800-722-7619 for assistance with locating any classes or trainings.**

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.

**Contact Child Care Resource and Referral for assistance. Please keep a copy of all current training certificates on file.**

110.5(4) The certificate of registration is displayed in a conspicuous place.

**Rehang.**

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:

**Provider indicated getting information together from parents. It is suggested to update all files once a year at the same time to help ensure all files are current.**

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.

**Can use first two pages of the packet provided to assist you.**

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.

**Located in the packet.**

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

**Request from parent.**

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.

110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Request and require from parent.**

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

**Can use the medical update form in the packet.**

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.

**Can use the medical update form in the packet.**

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.

**Included in the first 1-2 pages of the packet.**

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

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

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.

110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

**Provided in packet.**

110.8(1) **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"**

110.8(2) Has three written references which attest to character and ability to provide child care.

**Will replace and keep copies on file at all times.**

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.

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: August 21, 2014**

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  
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

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tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).