



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

11/06/2017

Laura Watts  
312 S Parkview DR  
Eldridge, IA 52748

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 11/03/2017. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 120, describes specific requirements that must be met by a child care home that has a child care assistance provider agreement. The following areas were out of compliance at the time of the visit:

**441 IAC 120.7**                      **Provider Requirements**

441 IAC 120.8                      Standards. Conditions in the home are safe, sanitary, and free of hazards.

**441 IAC 120.8(1)**                      **Facility Requirements**

441 IAC 120.8(1)“g”                      The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

441 IAC 120.8(1)“h”                      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

441 IAC 120.8(1)“n”                      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

441 IAC 120.8(1)“o” The provider shall document all injuries that require first aid or medical care using an injury report form. The form shall be completed on the date of occurrence, shared with the parent, and maintained in the child’s file

441 IAC 120.8(1)“p” Serious injuries.  
1. Serious injuries as defined by Iowa Code 702.18 that occur in a child care facility or in the care of child care facility staff shall be reported to the Department within 24 hours of the incident.  
2. Serious injuries shall be documented and information maintained in the child’s file as required in 120.9(2).

**441 IAC 120.8(2) Use of Outdoor Space**

441 IAC 120.8(2) “a” A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

**441 IAC 120.8(3) Medications and Hazardous Materials**

441 IAC 120.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

441 IAC 120.8(3)“b” 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, bottled water, disposable tweezers, and disposable plastic gloves.

**441 IAC 120.8(4) Emergency Plans**

441 IAC 120.8(4) Emergency Plans: 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.

441 IAC 120.8(4) “a” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

441 IAC 120.8(4) “b” The provider must have procedures in place for the following:  
1. evacuation to safely leave the facility  
2. relocation to a common, safe location after the evacuation  
3. shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue  
4. lock down protocol to protect children and providers from an external situation  
5. communication plan and plans for reunification with families  
6. continuity of operations plans  
7. Procedures to address the needs of individual children, including those with functional or access needs

**441 IAC 120.9 Children’s Files**

441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes.

441 IAC 120.9(2)

The file shall contain:

- 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.
- b. Emergency information including, at a minimum, where the parent can be reached, the name, street address, city and telephone number of the child's regular source of health care, and the name, telephone number, and relationship to the child of another adult available in case of emergency.
- c. A signed medical consent from the parent authorizing emergency treatment.
- d. An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
- e. For children under the age of six, a statement of health condition signed by a physician or designee submitted annually from the date of the admission physical. 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 physician statement.
- f. Documentation signed by the parent which names persons authorized to pick up the child. The authorization shall include the name, telephone number, and relationship of the authorized person to the child.
- g. A signed and dated immunization certificate provided by the state department of public health. For the school-age child, a copy of the most recent immunization record shall be acceptable.
- h. For any child with allergies, a written emergency plan in the case of an allergic reaction. A copy of this information shall accompany the child if the child leaves the premises
- i. Written permission from the parent for the child to attend activities away from the child development home.
- j. If the child meets the definition of homelessness as defined by section 725(2) of the McKinney Vento Homeless Education Assistance Act, the family shall receive a 60-day grace period to obtain medical documentation.

#### **441 IAC 120.10**

#### **Professional Development**

441 IAC 120.10(1)

Prior to the issuance of a provider agreement, the provider shall complete minimum health and safety trainings, approved by the department, in all of the following content areas:

1. Prevention and control of infectious disease, including immunizations.
2. Prevention of sudden infant death syndrome and use of safe sleep practices.
3. Administration of medication, consistent with standards for parental consent.
4. Prevention of and response to emergencies due to food and allergic reactions.
5. Building and physical-premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
6. Prevention of shaken baby syndrome and abusive head trauma.
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
9. Precautions in transporting children.
10. Child development.

441 IAC 120.10(2)

Prior to issuance of a provider agreement, the provider shall complete two hours of Iowa's training for mandatory reporting of child abuse as required by Iowa Code section 232.69. The provider shall maintain a valid certificate indicating expiration date.

Findings:

441 IAC 120.8(1)“g” Laura needs a 2A 10BC rated fire extinguisher.

441 IAC 120.8(1)“h” Laura needs to install a smoke detector in every room used for child care and at the top of every stairway.

Laura needs to test smoke detectors monthly and document. DHS gave sample form.

441 IAC 120.8(1)“n” Laura needs an annual pet examination record documented on required form 470-5153 (Veterinary Health Certificate). DHS gave form.

441 IAC 120.8(1)“o” Laura needs a form to document any injuries/incidents that occur during child care. DHS gave form.

441 IAC 120.8(1)“p” Laura needs a form to document any serious injuries that occur during child care. Serious injuries must be reported to DHS within 24 hours. DHS gave form.

441 IAC 120.8(2) “a” Laura needs to fill in holes in the outdoor play area. Laura needs to install safety netting around the trampoline.

441 IAC 120.8(3)“a” Laura needs to install locks on the cabinet under the bathroom and kitchen sinks or move unsafe items.

441 IAC 120.8(3)“b” Laura needs to add a bottle of water and disposable tweezers to her first aid kit. A bottle of water and disposable tweezers were added during the compliance visit.

441 IAC 120.8(4) Laura needs to complete and post emergency plans at primary and secondary exits. The emergency plans must clearly map evacuation routes. DHS gave sample form.

441 IAC 120.8(4) “a” Laura needs to practice fire and tornado drills monthly and document. DHS gave form.

441 IAC 120.8(4) “b” Laura needs a written emergency preparedness plan. A sample template is located at [www.iowaccrr.org](http://www.iowaccrr.org)

441 IAC 120.9 Children’s Files

Laura needs an intake/enrollment form for LW, LW, RW.

Laura needs an emergency medical treatment authorization form for LW, LW, RW.

Laura needs a physical for LW, LW, RW.

Laura needs a parent statement for any school age child in care.

Laura needs an immunization record for LW, LW, RW.

Laura needs an allergy action plan for any child with allergies.

Laura needs a pick up person listed for LW, LW, RW.

Laura needs a travel/activity form for LW, LW, RW.

441 IAC 120.10(1) Laura needs to complete the Essential Child Care Pre-Service training.

441 IAC 120.10(2) Laura needs to complete Mandatory Reporter training.

Suggestions for Improvement:

Contact a CCR&R Child Care Consultant at 563-324-3236 Ext 1762 or [ccrreast@caeiowa.org](mailto:ccrreast@caeiowa.org) for assistance with non-compliance items.

Recommendation:

Lisa Hilsenbeck, Child Care Compliance Auditor, will complete a follow up visit on or after 12/26/17.

A discussion occurred about registration. All household members will need physicals. All household members 13 years of age or older need physical documented on required form 470-5152 (Child Care Provider Physical Examination Report).

[ ] Is the recommendation to terminate a provider agreement or revoke a registration?

Non-compliance with any of the mandated requirements listed above may lead to the cancellation of your Child Care Assistance Provider Agreement. 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.

Please do not hesitate to contact me at DHS at 563-557-8251 or [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Glenda Currier  
**Social Worker II**

Machelle Pezley  
**Social Work Supervisor**

11/06/2017

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 563-324-3236