

06/28/2019

Kathryn Sheehy  
2919 Kading RD  
Perry, IA 50220

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 06/27/2019. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. You are not a participant in the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

**441 IAC 110.8(1) Facility Requirements**

- 441 IAC 110.8(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
- 441 IAC 110.8(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 110.8(1)“ r” The certificate of registration shall be displayed in a conspicuous place.

**441 IAC 110.8(3) Medications and Hazardous Materials**

- 441 IAC 110.8(3)“ a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
- 441 IAC 110.8(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 110.8(4) Emergency Plans**

- 441 IAC 110.8(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 110.8(5)****Safe Sleep**

441 IAC 110.8(5) "a"

The provider shall follow safe sleep practices as recommended by the American Academy of Pediatrics for infants under the age of one.

- a. Infants shall always be placed on their back for sleep.
- b. Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.
- c. Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child shall be allowed to sleep in an infant seat, car seat, swing, bouncy seat, or items not designed for sleeping.
- d. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant.
- e. No co-sleeping shall be allowed.
- f. Sleeping infants shall be actively observed by sight and sound.
- g. If an alternate sleeping position is needed, a signed physician authorization with statement of medical reason is required.

441 IAC 110.8(5) "b"

No child shall be allowed to sleep in any item not designed for sleeping including, but not limited to, an infant seat, car seat, swing, or bouncy seat.

441 IAC 110.8(5) "c"

A crib or crib like furniture which has a waterproof mattress covering and sufficient bedding to enable a child to rest comfortably and which meets the current standards or recommendations from the Consumer Product Safety Commission or ASTM International for juvenile products shall be provided for each child under two years of age if developmentally appropriate. Crib railings shall be fully raised and secured when the child is in the crib. A crib or crib like furniture shall be provided for the number of children present at any one time. The home shall maintain all cribs or crib like furniture and bedding in a clean and sanitary manner. There shall be no restraining devices of any type used in cribs.

441 IAC 110.9

Files

**441 IAC 110.9(1)****A provider file is maintained and shall contain the following:**

441 IAC 110.9(1)"b" (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:

- minimum health and safety training, approved by the Department, in required content areas
- Iowa's Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

441 IAC 110.9(4)

Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. 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

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

**e.** For children under the age of 6, 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 enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

**f.** For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

**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.** Documentation that is signed by the parent and 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.

**j.** Written permission from the parent for the child to attend activities away from the child development home. **k.** Injury report forms documenting injuries requiring first aid or medical care

**l.** 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.

**Findings:**

Per the compliance visit completed on 6/27/19, the following corrections are necessary based on the above mentioned rules:

1. At the time of our visit you indicated you need to update your emergency phone numbers to reflect the current children in care. Since you occasionally transport, please be sure all emergency contacts are also in any vehicle used to transport children at all times.
2. Please be sure you are practicing emergency drills with the children as well as testing your smoke detectors on a monthly basis. You must keep written record of these efforts and keep them on file. I provided a form to assist you with this requirement at the time of our visit.
3. The kitchen sink cabinet had some cleaning supplies accessible to children that will either need to be moved to an inaccessible location or you will need to install a child safety lock on the cabinet.
4. Please replenish your first aid kit supplies, tweezers and plastic gloves were missing.
5. At the time of our visit I observed two infants to be sleeping in compromised sleeping conditions. One infant was in a car seat with a blanket, the other was in a padded rock and play, sleeping on their side with a blanket. We discussed all safe sleep rules and regulations and the associated concerns. I requested the children be moved immediately. You inquired if a swing could be used and we discussed that a swing, bouncy seat, etc. can only be used when the child is awake. A safety plan was created at this time citing that a crib or pack and play will be provided for each child no later than 7/1/19. In the interim, a single blanket will be used and the infants can lay on the floor. We also discussed temperature and reviewed layering or alternate clothing options so that a child could sleep comfortably without a blanket. The safety plan was agreed upon and signed 6/27/19. A recheck is planned any may occur anytime on or after 7/1/19. I do encourage accessing Child Care Resource & Referral as a support and resource regarding this correction, as indicated below in suggestions.
6. At the time of our visit, you were unable to locate your training certificates/documents. Please be sure you have a copy of these on file that are easily accessible to review.
7. Please update new child files to ensure all of the above mentioned items are included. You should also review all child files to ensure the information is current and accurate.

**Suggestions/Recommendations:**

Child Care Resource & Referral (CCR&R)  
Consultant: KELLY PHELPS 515-802-7292

Please do not hesitate to access the free and voluntary consulting services offered by CCR&R to assist with any compliance related needs or questions. I strongly recommend working with CCR&R pertaining issues regarding safe sleeping of infants.

**Corrective Action Required:**

Safe sleeping regarding infants must be observed immediately. An appropriate crib or pack and play must be set up and ready for immediate use for each infant in care no later than 7/1/19. In the meantime, a single blanket on the floor will be used when infants are sleeping. All other corrections must be completed by 8/21/19. A recheck is planned and may occur anytime on or after 7/1/19. All corrections will be verified at the appropriate time frames.

Non-compliance with any of the mandated 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.

Please do not hesitate to contact me at DHS at 515-219-0189/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

**Social Worker II**

Jone Staley

**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 877-216-8481

As you plan your future trainings to meet your 24 hours of training requirement, please remember that 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)

You may also access 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).