11/28/2022

Chelsea Griffin
2619 Roosevelt ST
Clinton, IA 52732

Dear Child Care Provider:

This letter is in regards to the pre-inspection visit at your Registered Child Development Home B conducted on 11/22/2022. 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 110.7	**Provider Requirements**
441 IAC 110.8	Standards. Conditions in the home are safe, sanitary, and free of hazards.
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)"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 110.8(1)"r" The certificate of registration shall be displayed in a conspicuous place.

441 IAC 110.8(2) **Use of Outdoor Space**

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

441 IAC 110.8(3) "d" The provider shall establish procedures related to infectious disease control and handling of any bodily excrement or discharge, or blood. Soiled diapers shall be stored in containers separate from other waste.

441 IAC 110.8(4) **Emergency Plans**

441 IAC 110.8(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 110.9 Files

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

441 IAC 110.9(1)"a" A physician's examination report for the provider and all members of the provider's household aged 18 years or older. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. All children residing in the household must have medical documentation outlined in 110.9(4) "d", 110.9(4) "f", and 110.9(4) "g"

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(1)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:

1. Documentation from the department confirming the record checks required under subrule 110.11(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.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

441 IAC 110.9(3) An individual file is maintained for each substitute and contains:

1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) "a" 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.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

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:

441 IAC 110.8 Conditions of the home shall be safe, sanitary, and free from hazards.

441 IAC 110.8(1)a Emergency Numbers posted for fire, police, ambulance, and poison information center.
Chelsae needs to have emergency numbers posted that they can be seen easily.

441 IAC 110.8(1)a Travel Vehicle must have paper copy of emergency parent contact information.
Chelsae needs to have a copy of emergency parent contact information kept in her vehicle.

441 IAC 110.8(1)h Smoke Detectors tested monthly
Chelsae needs to test smoke detectors monthly and document this on the smoke detector monthly test sheet. Two years worth of documentation needs to be kept.

441 IAC 110.8(1)n PETS
Chelsae needs to show verification for yearly pet exams for Chevy and Gypsy. These need to be completed on Form 470-5153 Pet Health Examination Veterinary Health Certificate

441 IAC 110.8(1) r Certificate of registration is displayed in a conspicuous
Chelsae needs to post her current child care registration certificate so that it is visible in the home.

441 IAC 110.8(2)a Outdoor space
Chelsae needs to ensure that the outdoor play space is safe, clean, and well kept.
Chelsae needs to remove the gas blower from outside and store in an area that is inaccessible to children.
Chelsae needs to put an inaccessible cover on the hot tub that children can not remove.
Chelsaw needs to push the hot tub up against the home or put a secure cover on the backside of the hot tub so that insulation and wires are not exposed and accessible. (Completed - email photo 11-28-2022)
Chelsae needs to remove green fencing posts and store in an area that is inaccessible to children.
Chelsae needs to remove all of the tree logs and branches from the back yard.
Chelsae needs to remove all the debris on the driveway portion of the home including bikes, tires (multiple) , bricks, metal downspout, chairs, bed frame, fire extinguisher, ladder, diesel gas tank, yard tools, plywood / Particle board, boxes, corregated tubing, tie down straps (multiple), cynder blocks, metal posts in the back yard, buckets with trim in them, metal siding (multiple places), shop vac, metal fencing leaning against dump trailer.
Chelsae needs to remove the dump trailer or have this covered, inaccesible to children.
Chelsae needs to install a railing for the steps coming out the side of the house from the kitchen / bathroom area, as this has no handrails and can be a falling hazard.
Chelsae needs to close the garage doors, as there are items (gas and lawnmowers that are a safety concern for children) (completed via email 11-28-2022)
Chelsae needs to remove child gate near the blue car and under the little tykes play area. The play area should be moved in to the child play area from the driveway.

Chelsae needs to secure the back fencing on the far end as it does not securely close and lock.
Chelsae needs to ensure that there is a lock on the middle of the back fence where a gate is at. (Emailed picture of it completed on 11-28-2022)

441 IAC 110.8(3) d/e Infectious disease and bodily fluids
Chelsae needs to have a covered garbage can for soiled diapers and bloody items. This would be separate from the general trash can for other usages. (Completed email photo 11-28-2022)

441 IAC 110.8(4) Emergency Plan
Chelsae needs to post emergency plans by both primary and secondary exits. The plans need to clearly map evacuation routes with arrows for fire, tornado, and flood areas.

441 IAC 110.8(8) e Play equipment
Chelsae needs to have play areas, inside and outside, set up. The play areas need to be arranged and set up for children to use. The LITTLE TYKES play items outside are not set up and usable at this time. They were on the driveway and other places in the yard.
Chelsae did not have any play items inside the home for the children to play with.

441 IAC 110.9(1) a Provider Files
Chelsae needs to show immunization records for her children, Ethelyn, Jacoby, Kyle, and Zayden

441 IAC 110.9(1)b(1) Child Abuse Mandatory Reporter Training
Chelsae needs to show documentation of current mandatory reporter training.

441 IAC 110.9(1)b(2) Documentation of Background check letter from DHS
Chelsae needs to show proof of current letter for background checks being completed for herself and Jonathan.

441 IAC 110.9(2) c Child Abuse Mandatory Reporter Training as an assistant
Chelsae needs to show documentation of current mandatory reporter training for Johnathan. (Completed email photo 11-28-2022)

441 IAC 110.9(3) c Child Abuse Mandatory Reporter Training as a substitute
Chelsae needs to show documentation of current mandatory reporter training for Johnathan. (Completed email photo 11-28-2022)

441 IAC 110.9(3) d First Aid / CPR as a substitute
Chelsae needs to show documentation of current first aid / CPR for Johnathan.

441 IAC 110.9(3) e Essentials Training
Chelsae needs to show documentation of Essential Training for Johnathan. These would be for courses 1-7, as 8-12 were noted in the file. (Completed email photo 11-28-2022)

441 IAC 110.9 (4) e Child Files Annual Statement of health for School Aged children
Chelsae needs to show an annual physical or school aged health statement completed and signed by a parent for KM

441 IAC 110.9(3) g Immunizations for children
Chelsae needs to show a current signed and dated immunization for RR

Suggestions/Recommendations:

Corrective Action Required:

A follow up visit will not need to be completed, however documentation of completed items for items listed will be due no later then December 28, 2022. Approval of the change in address / location of the daycare can not be authorized until items are verified and completed. Verification of these items can be emailed to this worker at therbst@dhs.state.ia.us. Any questions regarding this, please contact this worker at 563-590-1536.

Chelsae should contact Alicia Wagner at CCRR at 319-538-8464 for child care resources, including cots for children to rest on.

Chelsae should utilize Chris McClimon at 563-349-7024 for any child care nurse consultant needs.

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 therbst@dhs.state.ia.us or 563-590-1536 if you have any questions regarding this letter.

Sincerely,

Tammi Herbst

Social Worker II

Machelle Pezley

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 319-538-8464

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

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).