08/27/2024

Earlene Archie
1221 Independence AVE
Waterloo, IA 50703

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 08/23/2024. 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)"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 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)"p" The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.

441 IAC 110.8(1)"q" The provider shall have written policy and procedures for responding to health-related emergencies

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 110.9 Files

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

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(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:

An annual compliance check was completed on 8/23/24 and the following was out of compliance:

441 IAC 110.8(1)“a” 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.
Earlene had a written list of kids, parent contact and Dr information but it did not include all of her kids in care. It needed to be updated. Earlene did update that list while this worker was present.
Earlene also needs to update the list she has in her vehicle she uses to transport children.

441 IAC 110.8(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 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
Earlene reported that she did not do child care on the 3rd floor but when this worker went up to observe it, Earlene's granddaughter was up there in her room with the 10 month old baby who was laying in the bed. This is a child that is in Earlene's care for childcare. This worker asked that teen if the baby typically sleeps upstairs and she stated no there is a crib on the main level but she did state the baby sometimes naps upstairs with her. There is no fire extinguisher on this floor.
There are not appropriate smoke detectors on this floor or in that room and Earlen has stated she did not do any childcare on that floor.

441 IAC 110.8(1)“p” The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.
Earlene did not have this written policy.

441 IAC 110.8(1)“q” The provider shall have written policy and procedures for responding to health-related emergencies.
Earlene did not have this written policy.

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.
Infants shall always be placed on their back for sleep.

Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.
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.
No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant.
No co-sleeping shall be allowed.
Sleeping infants shall be actively observed by sight and sound.
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.

In regards to safe sleep, a 10 month old infant was observed on the upper level of the home that is not approved for childcare, in the care of Earlene's teen granddaughter who is not approved to provide care, and laying in a bed with blankets and comforters surrounding the infant. The baby was awake at the time but when this worker asked the teen if this is where the baby sleeps, she stated the baby does sleep up there with her at nap time at times. The teen's bed is not an approved sleeping item. This worker returned to the main level of the home and was talking with Earlene about safe sleep and the teen not being approved to provide care and supervision. I asked her to have the teen bring the baby downstairs accordingly. Earlene asked the teen to being the baby down and put the baby in the crib in the bedroom . The teen proceeded to take items out of the crib that had been piled in but laid the baby on top of a pillow and gave the baby a bottle and blanket then walked away. Earlene had previously reported that this teen does not normally care for the child but only took the baby when this worker arrived. However once the teen laid the baby down with a blanket on top of a pillow this worker again brought up safe sleep policies and Earlene stated she tells this teen all the time not to do that. Using the terms "telling her all the time" would indicate that this teen does in fact care for the baby more often than what Earlene was reporting. I did ask Earlene if she had ever had a safe sleep training and talked with her about taking one. She was aware of one coming up the following week on 8/28 and agreed to reach out to CCR&R to get signed up for it.

Additionally, Earlene shared that the mother of this baby is having another one and the mother is due in October. Earlen plans to take this baby for child care. She would then have two kids under the age of two and would need to obtain a second crib or pack-n-play for the new baby as they each need to have their own for children under the age of 2.

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 childcare.

Earlene's teen granddaugher, age 15 who resides in the home is not listed as an approved person to reside in the childcare home.
We discussed Earlene needing to do an updated application listing her as a household member and taking steps to get her approved as an assistant if she plans to have her assist with care of the childcare children.

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

Earlene has been utilizing Airah as an assistant in caring for the kids,but she is not approved as an assistant.

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 signed medical consent from the parent authorizing emergency treatment.

Earlene was missing this for one of the children in care.

Suggestions/Recommendations:

A follow up- will be completed due to safety issues. Corrections need to be made by 9/9/20/24 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items where specifically noted below.

I encourage you to work with Black Hawk County Child Care Resource and Referral at 319 233-0804 with any ongoing compliance or training needs.

Thank you for your service in providing childcare in your community.

Corrective Action Required:

Earlene needs to update her list of kids in care, the parent contact information, and emergency contact information for her vehicle she uses to transport children.
She needs to ensure that her written list she keeps inside is updated at all times.

Earlene needs to obtain appropriate smoke detectors on the upstairs level of the home and obtain the appropriate size fire extinguisher if she plans to utilize that floor for childcare at all. She will not use that floor at all for childcare kids until such time it is approved by HHS.

Earlene needs to establish written policies in regards to caring for children with mild illness and their exclusion from care as well as a policy in regards to responding to health-related emergencies. We did discuss her reaching out to CCR&R to have them assist her in this area. Earlene needs to send pictorial verification to this HHS worker once completed.

Earlene needs to abide by all safe sleep policies. She agreed to meet with CCR&R to review safe sleep policies and agreed to take a training regarding safe sleep that takes place on 8/28/24. Earlene needs to provide verification of taking the training to this worker.

Earlene needs to do the appropriate paperwork to get her teen granddaughter approved as a household member.

Earlene also needs to do the appropriate paperwork to get her approved as an assistant if she wants to use her in the future as an assistant in caring for the childcare children. Until she is approved, she should not be providing care to the children during childcare hours.

Earlene needs to ensure she has all the appropriate paperwork for each of the children's files.

A safety plan was also developed on this date to address these needs in regards to safe sleep, not utilizing the upper level of her home for child care until approved, and getting her granddaughter approved as a household member and assistant if she plans to utilize her as such.

Addendums:

- Addendum1: An annual compliance check was completed on 8/23/24. At that time a safety plan was developed in regards to safe sleep violations, and Earlene utilizing her upstairs space that had not been approved for childcare. Her granddaughter was also assisting with care of the baby and had not been approved as an assistant.

  The safety plan developed on that date stipulated that Earlene would follow all safe sleep polices, would meet with CCR&R to discuss safe sleep and would take a safe sleep training. Earlene did take a safe sleep training on 8/28/24. Earlene met with CCR&R support worker on 9/5/24 and reviewed safe sleep policies. Earlene did purchase a separate pack-n-play for the infant she will soon be taking. CCR&R also provided her with a tighter fitting crib sheet and a few sleep sacks.

  The safety plan also stipulated that she would not use her upstairs space until approved. She has since obtained a smoke detector and fire extinguisher for that level. This worker did verify it is in compliance as of this follow up visit on 10/18/24.

  Earlene is also utilizing her garage space for childcare and has since obtained a fire extinguisher for that space as well.

  Per the safety plan developed on 8/23/24, Earlene also agreed to not utilize her granddaughter to assist with care until approved as an assistant. Earlene did work with CCR&R and completed the paperwork to get her granddaughter Airiah approved as a household member and as an assistant. She also submitted paperwork to have her other Granddaughter Cashlyn approved as an assistant. The paperwork has been submitted to the Registration unit, but they have not yet been approved. This worker did verify that they have both compete the mandatory Child Abuse Reporter training on 10/7/24.

  In addition to the issues around the safety pan. Earlene also did not have all the appropriate paperwork for the children's files. She did meet with the CCR&R nurse consultant to get that updated accordingly. She also updated her list of children in care and has that for documentation in her vehicle as well.

  At the follow up on 10/18/24, this worker also verified that Earlene had policies in regard to caring for mildly ill children and their exclusion from care as well as the policy for responding to health-related emergencies.

This Addendum is approved by supervisor on 10/18/2024 2:52:05 PM

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 319-429-0749 or cweber@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Christine Weber

Social Worker II

Sheila Aunspach

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

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).