

03/21/2019

Ruth Mayson  
317 Oaklyn DR  
Polk City, IA 50226

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 03/21/2019. 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)“ 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(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(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 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 3/21/19, the following corrections are necessary based on the above mentioned rules:

1. At the time of our visit, you reported your emergency phone numbers fell off your refrigerator and you do not know where they are. Please complete this form and post it in a safe and accessible location. I provided you with a form to assist with this requirement at the time of our visit.
2. Please be sure you are practicing emergency drills and testing smoke detectors on a monthly basis. These efforts must be documented in writing. I provided you with a form and reviewed how to complete it during our visit.
3. You will need to create brief written policies addressing mildly ill children and health related emergencies. I provided a template to assist you with this requirement. I also recommend contacting CCR&R as indicated below in suggestions for further assistance with this requirement.
4. Please post your registration certificate in a visible location so those entering your home are aware you have a Registered Child Development Home. I provided a copy of your certificate in this mailing for your convenience.
5. You reported recently painting your kitchen cabinets so your child safety lock is off of the kitchen sink cabinet. Please replace this lock as you do have cleaning supplies under the sink which are accessible to children. You also have the option of moving the supplies to a location that is inaccessible to children.
6. In addition to your emergency maps you must also have a written emergency preparedness plan addressing evacuation, shelter in place, and lock down procedures. This was completed at the time of your pre-inspection but you reported you no longer have this document. I have included a template in this mailing to assist with this requirement. I strongly suggest contacting CCR&R for further assistance.
7. Your current infant/child CPR-First Aid certification expired in February 2018. It is significantly expired. You will need to get signed up for a new course immediately. This course must be repeated every 2 years. Regarding certificates for Mandatory Child Abuse Reporting and Health & Safety Essentials, you were unable to locate these certificates. Please locate all training certificates and keep them in a folder for easy access for viewing during compliance visits.
8. You reported you do not have any paperwork on file for any of the children in your care. Please carefully review the list of requirements above including emergency contact information, pick up/drop off information, signed emergency medical treatment authorization form, current physical, and immunization records. You have been consistently non-compliant with child filing requirements. Please make this a priority to obtain and organize the required paperwork. Failure to have the necessary paperwork available, particularly during an emergency, could result in revocation of your registration. I strongly encourage you to work with your CCR&R consultant, as indicated below for assistance in obtaining and organizing files and paperwork. I provided required forms for children's files at the time of our visit to further assist you.

**Suggestions/Recommendations:**

Child Care Resource & Referral (CCR&R)  
Consultant: ERIN CASEY - 515-246-3577

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 have record of your household physical, however, you were not able to locate the documents at the time of our visit. Please locate these and file them so they are easily accessible for future visits.



## Iowa Department of Health And Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

### Corrective Action Required:

All corrections must be complete by 5/13/19. No recheck is planned at this time. All corrections will be verified at the time of the next annual compliance visit.

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**

Terri Miller

**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).