



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

07/14/2017

Maxcine Keller  
801 Kern ST  
Waterloo, IA 50703

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 06/22/2017. 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 120.8(1)**      **Facility Requirements**

- 441 IAC 120.8(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 120.8(1)"b"      Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous
- 441 IAC 120.8(1)"d"      Approved safety gates at stairways and doors shall be provided and used as needed.
- 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)"i"      Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported.  
Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.  
All signs shall include:
1. The telephone number for reporting complaints, and
  2. The Internet address of the department of public health ([www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov))

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

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.
- 441 IAC 120.10(3) Prior to issuance of a provider agreement, the provider shall complete first-aid and cardiopulmonary resuscitation (CPR) training that meets the following requirements:
- a. Training shall be provided by a nationally recognized training organization, such as the American Red Cross, American Heart Association, National Safety Council, American Safety and Health Institute or MEDIC First Aid or by an equivalent trainer using curriculum approved by the department.
  - b. First-aid training shall include certification in infant and child first aid.
  - c. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date.
  - d. The provider shall maintain a valid certificate indicating the date of CPR training and the expiration date.

Findings:

441 IAC 120.8(1)"a" EMERGENCY NUMBERS NEED POSTED  
CONTACT INFO FOR EACH CHILD'S PARENT/BACKUP/PHYSICIAN POSTED  
PAPER COPY OF EMERGENCY PARENT CONTACT INFO IN VEHICLE  
441 IAC 120.8(1)"b"ONE OUTLET NEEDS CAPPED IN DINING ROOM  
441 IAC 120.8(1)"d" SAFETY BARRIERS NEEDED AT STAIRWAYS/DOORS  
441 IAC 120.8(1)"g" NEED LARGER FIRE EXTINGUISHER (HAS 1A 10BC)  
441 IAC 120.8(1)"h" SMOKE DETECTORS- NEED TESTED AND RECORD (GAVE SHEET)  
441 IAC 120.8(1)"i" NON SMOKING SIGNS POSTED AT EVERY ENTRANCE (GAVE SHEET)  
441 IAC 120.8(4) "a" FIRE AND TORNADO DRILLS PRACTICED MONTHLY AND RECORDED  
441 IAC 120.8(4) "b" EMERGENCY PREPAREDNESS  
441 IAC 120.9(1) NEED FILES FOR 2 CHILDREN  
441 IAC 120.9(2) NEED ALL FORMS FOR 2 CHILDREN  
IDENTIFYING INFO, EMERGENCY INFO, MEDICAL CONSENT, ADMISSION PHYSICAL, ANNUAL PHYSICAL  
FORM, LIST OF AUTHORIZED PERSONS TO PICK UP CHILD, IMMUNIZATIONS, PERMISSION FORM  
441 IAC 120.10 Professional Development  
441 IAC 120.10(1) Prior to the issuance of a provider agreement and every five years thereafter, the provider shall complete minimum health and safety trainings, approved by the department, in all of the following content areas:  
Prevention and control of infectious disease, including immunizations.  
Prevention of sudden infant death syndrome and use of safe sleep practices.  
Administration of medication, consistent with standards for parental consent.  
Prevention of and response to emergencies due to food and allergic reactions.  
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.  
Prevention of shaken baby syndrome and abusive head trauma.  
Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.  
Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.  
Precautions in transporting children.  
41 IAC 120.10(2) Prior to issuance of a provider agreement and every five years thereafter, the provider shall complete two hours of Iowa's training for mandatory reporting of child abuse.  
441 IAC 120.10(3) Prior to issuance of a provider agreement, the provider shall complete first-aid and cardiopulmonary resuscitation (CPR) training that meets the following requirements:

Suggestions for Improvement:

Recommendation:

YOU HAVE 15 DAYS TO COMPLETE. PLEASE CALL TO SCHEDULE A RECHECK OR LET ME KNOW IF ADDITIONAL TIME IS NEEDED TO BECOME IN COMPLIANCE.

[ ] 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 psmart@dhs.state.ia.us or 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart  
**Social Worker II**

Kellianne Torres  
**Social Work Supervisor**

07/14/2017

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 877-216-8481