05/24/2023

Teresa Harris
202 S Carthage
Exira, IA 50076

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 05/24/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. Your home is rated a 1 on 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 110.7(1) The provider shall meets the following requirements:

a. Gives careful supervision at all times.
b. Exchange information with the parent of each child frequently to enhance the quality of care.
c. Give consistent, dependable care and be capable of handling emergencies
d. Be present at all times except when emergencies occur or an absence is planned, at which time care shall be provided by a department-approved substitute. When an absence is planned, the provider shall give parents at least 24 hours' prior notice.
e. Shall be free of the use of illegal drugs and shall not be under the influence of alcohl or any of the prescription or non-prescription drug that could impair their ability to give careful supervision.

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

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(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 110.9 Files

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

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.

441 IAC 110.15 **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"**

441 IAC 110.15(1)“ a” No more than 14 children not attending kindergarten or a higher grade level shall be present at any one time

Findings:

441 IAC 110.8(1)“h” The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
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.

**Provider did not have documentation for April 2023. Provider is aware of this and was upfront about the lack of practice in April.

441 IAC 110.9(4) Children’s Files.

**Provider is in need of files on all children. The provider had several files for children, but there was not full file information for two infants in her care. Missing physicals in these files.

441 IAC 110.15(1)“a” No more than 14 children not attending kindergarten or a higher grade level shall be present at any one time

**Provider had 19 preschool aged children during the visit to the home. 15 of these children were in the 2-before school age range. Upon arrival to the home, the co-providers were out in the back with all the children. Teresa came to meet complinace staff at the front and walk through the home. During this time a substitute arrived at the home and remained out back with the children and the co-provider. The provider self-reported being over numbers on this visit date. During this discussion it was reported that the preschool is out of school as of yesterday and they are running over, to get through this week until some kids leave for the summer. It was reported that the substitute has been and will be at the home for the remainder of the week to help with the extra numbers. Next week, they will be back in ratio.

Suggestions/Recommendations:

In regards to child files, try to always have a physical on any child who enters your childcare on their first day of attendance. DHHS accepts visit forms that medical offices print off to give to parents after child's visit. Please have parents get you a copy of this if medical offices will not fill out State forms. If the child had a physical in the 12 months prior to enrollment to your program, you can also accept this physical as the intake physical for the child to have in the files.

In regards to being over numbers, your category C2 home is able to have 14 preschool aged children; No more than 14 children not attending kindergarten or a higher grade level; the number of children at your home this date was 19. This number of children is not allowed by the law and regulation of the State of Iowa. Compliance staff encourages the provider to have a plan with parents if pre-school aged numbers will go over 14. Is there a back up plan that families have with a relative or other trusted caregiver that could help the family for a day or two?

It is imperative to your business that you work with your families as best as possible to ensure that all families have a back up plan if your spots are all full.

Corrective Action Required:

Please come into ratio compliance immediately. Work with your families who have children in your childcare to help them identify other options if your childcare home is at capacity limits and you are not able to bring in any other children.

Please reach out to CCR&R or compliance staff if you have any questions or are in need of any assistance.

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 712-435-0576 sburris@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).