

03/23/2017

Savanna Bragg  
334 S Elmwood AVE  
Davenport, IA 52802

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 03/23/2017. 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)“ 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(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) “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)“ 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(1)“p” Savanna needs a written policy regarding caring for mildly ill children.

441 IAC 110.8(1)“q” Savanna needs a written policy regarding responding to health-related emergencies.

441 IAC 110.8(3)“a” Savanna needs to install child locks on the cabinets under the kitchen and bathroom sinks or she needs to move unsafe items to an area that is inaccessible to children.

441 IAC 110.8(3)“b” Savanna needs to add a bottle of water to her first aid kit.

441 IAC 110.8(4) “b” Savanna needs to add evacuation routes to her emergency plans posted at her primary and secondary exits.

441 IAC 110.9(1)“a” Savanna needs a physical documented on required form 470-5152. Retera needs a copy of her immunization certificate.

441 IAC 110.9(1)“b” (1) Savanna needs to print her Mandatory Reporter certificate. Savanna needs to obtain her CPR and first aid cards to show proof of completion.

441 IAC 110.9(1)“b”(2) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed.

441 IAC 110.9(2) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed for Aticia. Aticia needs a physical documented on required form 470-5152. Aticia needs to complete Mandatory Reporter training.

441 IAC 110.9(3) Savanna needs a copy of the record check letter from Des Moines stating background checks have been completed for Aticia. Aticia needs a physical documented on required form 470-5152. Aticia needs to complete Mandatory Reporter training. Aticia needs to complete CPR and first aid training.

441 IAC 110.9(4) Children’s Files

Savanna needs a date on the emergency medical treatment authorization form for RJ & TC.

Savanna needs a signature on the physical form for DR.

Savanna needs a signature on the school age physical form for CS, CS & RA.

Savanna needs a signature on the immunization certificate for CS, CS, RA & DR.

Savanna needs an immunization certificate for RJ.

Savanna needs travel/activity permission for AC, TC, RA, CS, TC, RJ, CS & DR.

**Suggestions/Recommendations:**

Contact Kathy Yoke, CCR&R Child Care Consultant for assistance with non-compliance items. Kathy can be reached at 563-324-3236 x 1432 or kyoke@caeiowa.org

**Corrective Action Required:**

A follow up visit will occur on or after 5/15/17.

Unable to view provider's bedroom at compliance check. Bedroom will be viewed at follow up visit.

Savanna needs more materials/toys for the children in care.

Essentials Pre-service training must be completed by 9/30/17 for Savanna and Aticia.

Savanna needs to use an alternate play area until the fence is completed in the back.

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 563-326-8215 or [khuinke@dhs.state.ia.us](mailto:khuinke@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Kathy Huinker

**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 563-324-3236

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).