



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

12/29/2017

Leanna Harris  
514 S Starr  
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the pre-inspection visit at your residence in which you are seeking child development home registration conducted on 12/29/2017. 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)“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)“f”                      A safety barrier shall surround any heating stove or heating element, in order to prevent burns.

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)“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 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)“c” Medications shall be given only with the parent’s or doctor’s written authorization. Each prescribed medication shall be accompanied by a physician’s or pharmacist’s direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child’s name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

**441 IAC 110.8(4) Emergency Plans**

441 IAC 110.8(4) Emergency Plans: plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

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 over the age of 12 . Acceptable physical examinations shall be documented on 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 initial registration; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years. All children residing in the household that are 12 years of age or younger 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) Certificates or other documentation from the department verifying the following:

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

## Findings:

Leanna will need to allow access to her detached garage area for viewing by the department during the follow up visit to the home.

Leanna will need to post emergency numbers for police, fire, ambulance and poison control.

Leanna will need to put a protective barrier (i.e. kindermat) around her front radiators that provide heat to the front rooms.

Leanna will need to obtain a 2A 10BC rated fire extinguisher for her home. The appropriate size can be determined when purchasing at the store by the extinguisher having a rubber hose attached to the side of it.

Leanna needs to have a smoke detector placed in her front porch room.

Leanna needs to place Iowa Smoke Free Air compliant no-smoking signs at each of her exits to her home (x3). Signs were given to the provider during today's visit.

Leanna needs to check her bathroom that the daycare children use for any items labeled "Keep Out of Reach of Children" and place these items in a child inaccessible area. Leanna needs to place a child lock on the storage area above the toilet in the bathroom.

Leanna needs to obtain bottled water to place with her first aid supplies.

Leanna needs to post emergency plans for fire and tornado next to her front and rear doors. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

Leanna needs to complete and show documentation of her Emergency Preparedness Plan. This worker provided her with a sample template that can be used for this during today's visit. This worker encouraged Leanna to contact Jodi Norton, her local Child Care Resource and Referral in home childcare consultant to assist in completing this document.

Leanna will need to show documentation of a current physical for Sawaan and herself on the Child Care Provider Physical Examination Report form. A copy of this form was provided during today's visit.

Leanna will need to show documentation of a current physical and immunization record for Dominique and Marquis.

Leanna will need to show documentation of school physicals and immunization records for Janiya, Jawaun, Jayda and Myquan and fill out a school-aged health status form for each of them. A copy of this form was provided during today's visit.

Leanna needs to show documentation of her Essentials training certificates.

## Suggestions for Improvement:

This worker provided Leanna with contact information for the Adult and Childcare Food program coordinator to receive information concerning this program.

## Recommendation:

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 have all items of non-compliance noted above addressed and schedule a follow up visit with the department within 15 days of the receipt of this letter.

[ ] 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 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.

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 correct identified areas of non-compliance and contact me within 15 days or your application may be denied.

Please do not hesitate to contact me at DHS at (319) 208-5521/creckli@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Chad Reckling

**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).