12/06/2023

Kathy Winbush
87 Lafayette ST
Waterloo, IA 50703

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 12/06/2023. 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:

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

Findings:

It should be noted that Kathy reports she has not provided in home child care for over a year. She does want to remain registered and plans to re-open her child care in January 2024. She did report that had thrown some of her documentation away since she had not been providing care. We did discuss the need to maintain certain items if she is still registered.

An annual compliance check was completed on 12/6/23 and the following was out of compliance:
441 IAC 110.8(1)"b" All accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped.
Kathy had several outlets not capped.

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.
Kathy's smoke detector in the kitchen was not up
She did not have any documentation from 2022 or 2023 of monthly testing of smoke detectors. Although she reports not being open to child care in 2023 she is to maintain records 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.
She reported she did not have these required policies. She did have a form provided to her by CCRR in order to use to develop such policies.

441 IAC 110.8(1)"q" The provider shall have written policy and procedures for responding to health-related emergencies
She reported she did not have these required policies. She did have a form provided to her by CCRR in order to use to develop such policies. She will need to send pictorial verification once established.

441 IAC 110.8(3)"a" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

There were some chemicals in the kitchen within reach of the children.

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.

She did not have this at her secondary exit.

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.

She did not have any documentation from 2022 or 2023 of monthly fire and tornado drills. Although she reports not being open to child care in 2023 she is to maintain records for inspection purposes including the prior year.

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”

She could not find her physical that needs to be on the HHS approved form.

Her daughter is 18 and needs to have an updated physical on the approved HHS form.

She needs an updated physical for her son.

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

Kathy could not locate her verification of Mandatory Child Abuse Reporter training.

Suggestions/Recommendations:

Kathy needs to ensure that accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped.

Kathy needs to put up her smoke detector in her kitchen and send pictorial verification.
Kathy shall test each smoke detector monthly and keep a record of testing for inspection purposes.

Kathy needs to develop policies in regards to caring for mildly ill children and exclusion from care and policies in regards to responding to health related emergencies. She needs to send pictorial verification once completed.

Kathy needs to ensure that all medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child (including moving the cleaners in the kitchen). Please send pictorial verification of this.

Kathy needs to have her 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.
She needs to have this at her secondary exit and send pictorial verification.

Kathy shall practice monthly fire and tornado drills and keep a record of testing for inspection purposes including the year prior.
to maintain records for inspection purposes.

Kathy needs to obtain her physical that needs to be on the HHS approved form.
Kathy needs to obtain a physical for her daughter who is 18 and this needs to be on the approved HHS form.
Kathy needs an updated physical for her son.

Kathy needs to locate her verification of Mandatory Child Abuse Reporter training or update it accordingly. She needs to send pictorial verification of the certificate. .

Corrective Action Required:

A re-check is not needed at this time. Corrections need to be made by 12/27/23 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items specifically noted above.

I encourage you to work with Black Hawk County Child Care Resource and Referral at 319 233-0804 with any ongoing compliance or training needs.

Thank you for your service in providing child care in your community.

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 319-429-0749 or cweber@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Christine Weber

**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).