



# Iowa Department of Human Services

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Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

06/12/2018

Jennifer Cline  
607 Park ST  
Woodbine, IA 51579

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 05/31/2018. 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(4)**      **Emergency Plans**

- 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**

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. 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. A list 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. The permission shall include:
  1. Times of departure and arrival.
  2. Destination.
  3. Persons who will be responsible for the child
- 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.

Findings:

Jennifer continues to work on procedure for evacuation planning. Once completed Jennifer will provide a copy.

Wren's (day care child) file is missing a current physical. Jennifer will notify and provide proof once this is received.

Suggestions for Improvement:

Recommendation:

[ ] 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 not be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at 712-644-2460 if you have any questions regarding this letter.

Sincerely,

Lisa Wrich  
**Social Worker II**

Anne Matthai  
**Social Work Supervisor**

06/12/2018

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