



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

10/06/2020

Cindy Jones  
1204 Jefferson ST  
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 10/06/2020. 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(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"

Findings:

Cindy needs to post her emergency plans for fire and tornado next to both her front door and rear exit. These plans will include a floor plan with clearly marked routes and locations for fire and tornado safe areas. These plans shall also include brief written descriptions of these procedures which also include plans for evacuation with specific street address for evacuation site.

Cindy will show documentation of her completed Emergency Preparedness Plan. This plan shall include verbage under the "Lockdown" section to include "Will lock all doors and windows as possible..." and under the Continuity of Operations section to include "Will seek out DHS approval prior to re-opening my childcare operation..."

Cindy will show documentation of a current physical for herself on the Childcare Provider Physical Examination Report form.

Cindy will show documentation of a current physical for Janay on a physician's office clinic note or form that is either electronically signed or physically signed by a doctor.

Suggestions for Improvement:

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 complete all items of non-compliance as noted above within 15 days of receipt of this letter and contact the department to request a follow up visit to your childcare home.

[ ] 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/crekli@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).