

01/03/2017

Ciarra Hartman  
5711 65TH AVE W  
Muscatine, IA 52761

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 12/21/2016. 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 110.8(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 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"

**Findings:**

Lisa Hilsenbeck, Compliance Auditor, completed a Pre-inspection follow up visit on 12/21/16 checking the following rules:

441 IAC 110.8(1)"a" Ciarra needs to post emergency numbers for police, fire, ambulance, and the poison information center.

Viewed posted emergency numbers.

441 IAC 110.8(1)"f" Ciarra needs to place a door knob and a safety knob on the door leading to the basement. Viewed door knob and safety knob on door leading to the basement.

441 IAC 110.8(1)"g" Ciarra needs to have a bigger capacity fire extinguisher (2A 10BC rated) for her main floor. Viewed bigger fire extinguisher. (2A 10BC)

441 IAC 110.8(1)"i" Ciarra needs to place 4 no-smoking signs compliant with the Iowa Smoke Free Air Act at each of her entrances/exits to her home. Viewed no smoking signs. Recommend signs be turned to face outward.

441 IAC 110.8(2) "a" Ciarra needs to cover grill; remove yard rake from area; fill hole next to south side of fence; pick up cigarette butts in rock next to the house; place Little Tikes slide on ground versus concrete pad; and replace broken/warped boards on back porch x 2. Viewed outdoor play area. Grill and rake have been removed. Hole has been filled in. Cigarette butts have been picked up. Little Tikes slide has been moved off the concrete. 2 broken boards have been replaced.

441 IAC 110.8(3)"a" Ciarra needs to remove glade spray and Clorox wipes from bathroom area that children use and place in an inaccessible area. Viewed bathroom. Glade spray and Clorox wipes have been removed.

441 IAC 110.8(3)"b" Ciarra needs to have a first aid kit for her home with the above mentioned minimum items. Viewed first aid kit. Kit contains all required items.

441 IAC 110.8(4) Ciarra needs to post Emergency Plans by the primary and secondary exits. The plan shall clearly map building evacuation routes and tornado and flood shelter areas.

441 IAC 110.8(4) "b" Ciarra needs to show documentation of her completed Emergency Planning Procedures/Template. This can be downloaded from [iowaccrr.org](http://iowaccrr.org)

441 IAC 110.9(1)"a" Ciarra needs to show documentation of current physicals on approved form 470-5152 for Colton, Conner, Craig and herself. Viewed physicals for Colton and Conner.

441 IAC 110.9(1)"b" (1) Ciarra needs to show documentation of current course completion for Mandatory Reporter Training and First Aid/CPR. Viewed certificates of completion for Mandatory Reporter Training and First Aid/CPR.

**Items out of compliance after follow up visit:**

441 IAC 110.8(4) Ciarra needs to post Emergency Plans by the primary and secondary exits. The plan shall clearly map building evacuation routes and tornado and flood shelter areas.

441 IAC 110.8(4) "b" Ciarra needs to show documentation of her completed Emergency Planning Procedures/Template. This can be downloaded from [iowaccrr.org](http://iowaccrr.org)

441 IAC 110.9(1)"a" Ciarra needs to show documentation of current physicals on approved form 470-5152 for Craig and herself.

**Suggestions/Recommendations:****Corrective Action Required:**

Ciarra has 2 weeks to complete non-compliance issues . A second follow up visit has been scheduled for 1/5/17.

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 319-208-5521 or 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 563-940-7971

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).