10/04/2024

Denise Videbeck
1527 Longfellow AVE
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 10/04/2024. 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:

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| **441 IAC 110.8(1)** | **Facility Requirements** |
| 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 110.9 | Files |
| **441 IAC 110.9(1)** | **A provider file is maintained and shall contain the following:** |
| 441 IAC 110.9(4) | Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain:<br>**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.<br>**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.<br>**c.** A signed medical consent from the parent authorizing emergency treatment.<br>**d.** An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician<br>**1.** The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.<br>**2.** The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.<br>**3.** 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 physical examination report. |

**4.** The examination report or statement of health status shall be on file before the child's first day of care

**e.** For children under the age of 6,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 enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.

**f.** For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.

**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.** Documentation that is signed by the parent and 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.

**j.** Written permission from the parent for the child to attend activities away from the child development home.**k.** Injury report forms documenting injuries requiring first aid or medical care

**l.** 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:

An annual compliance check was completed on 10/4/24 and the following was out of compliance:

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

Denise could not locate these two policies.

441 IAC 110.9(4) Children's Files. An individual file for each child shall be maintained and updated annually or when the provider becomes aware of changes. The file shall contain:
An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
The date of the physical examination shall not be more than 12 months before the child's first day of attendance at the child development home.
The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.
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 physical examination report.
The examination report or statement of health status shall be on file before the child's first day of care
For children under the age of 6, 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 enrolled in school, a statement of health status signed by the parent or legal guardian may be substituted for the physician statement.
For each school-age child, on the first day of attendance, documentation of a physical examination that was completed at the time of school enrollment or since.
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.

Denise was missing a physial and immunization record for one of the children in her care.

Suggestions/Recommendations:

A re-check is not needed at this time. Corrections need to be made by 10/25/24 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items where specifically noted below.

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 childcare in your community.

Corrective Action Required:

Denise needs to locate her policy in regard to mildly ill children and their exclusion and her policy and procedure regarding responding to health- related emergencies. Denise needs to send pictorial verification of both of those policies to this worker.

Denise needs to work with the parents to obtain any missing documents that are required for the children's files.

Addendums:

- Addendum1: Denise's annual check was completed on 10/4/24. There were a few items she was not in compliance with, and she needed to send pictorial verification of a few of them. As of 12/6/24 Denise has sent pictorial verification of the items requested.

This Addendum is approved by supervisor on 12/6/2024 11:33:46 AM

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 christy.weber@hhs.iowa.gov 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).