

05/18/2018

Heidi Kieffer  
2522 Washington ST  
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 05/16/2018. 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 120.7**

**Provider Requirements**

441 IAC 120.8

Standards. Conditions in the home are safe, sanitary, and free of hazards.

**441 IAC 120.8(4)**

**Emergency Plans**

441 IAC 120.8(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 120.8(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 120.9**

**Children's Files**

441 IAC 120.9(2)

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. For children under the age of six, 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. Documentation 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.
- 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:**

441 IAC 120.8(4) Heidi needs to add a flood/evacuation location to the emergency plans posted at primary and secondary exits. A flood/evacuation location was added during the compliance visit.

441 IAC 120.8(4) "a" Heidi needs to keep documentation of fire and tornado drill practice for 2 years.

441 IAC 120.9 Children's Files

Heidi needs an updated immunization record for AB.

Heidi needs an updated travel/activity form for RP.

**Suggestions/Recommendations:**

Contact a CCR&R Child Care Consultant for assistance with non-compliance items and child care questions. A CCR&R Child Care Consultant can be reached at 563-557-1628.

**Corrective Action Required:**

A follow up visit will not be required. Non-compliance paperwork needs to be completed by 7/5/18.

Reminder: The physical and immunization record for KW will expire in 10/2018.

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.

Please do not hesitate to contact me at DHS at 563-557-8251 or gcurrie@dhs.state.ia.us if you have any questions regarding this letter.



## Iowa Department of Health And Human Services

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Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

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Sincerely,

Glenda Currier

**Social Worker II**

Machelle Pezley

**Social Work Supervisor**

05/18/2018

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 563-557-1628