06/16/2023

Chrystal Ager
3705 McGowan BLVD
Marion, IA 52302

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 06/15/2023. 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(1)	**Facility Requirements**
441 IAC 110.8(1)"a"	The home shall have a nonpay, working land-line or mobile telephone with emergency numbers posted for police, fire, ambulance, and the poison information center. The number for each child's parent, for a responsible person who can be reached when the parent cannot, and for the child's physician shall be written on paper and readily accessible by the telephone. The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information
441 IAC 110.8(1)"b"	Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous
441 IAC 110.8(1)"h"	The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
441 IAC 110.8(1)"r"	The certificate of registration shall be displayed in a conspicuous place.
441 IAC 110.8(3)	**Medications and Hazardous Materials**
441 IAC 110.8(3)"a"	All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
441 IAC 110.8(3)"b"	A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field

trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

441 IAC 110.8(3) "d" The provider shall establish procedures related to infectious disease control and handling of any bodily excrement or discharge, or blood. Soiled diapers shall be stored in containers separate from other waste.

441 IAC 110.8(4) Emergency Plans

441 IAC 110.8(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 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"

441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:

1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
2. A completed 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 approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

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:

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

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.

2. The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.

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:

This worker arrived at the home on 6/15/23 around 11:00am to find 7 child care children present. Chrystal also had her own school age children present but they do not count towards her numbers. Chrystal was in compliance with her numbers and age ranges for category B.

A complete tour of the home was done and the following was noted:
- Conditions of the home were not completely sanitary and free from hazards. - Dirty diapers were observed on the counter in the bathroom on the lower level of the home.
- Not all medicines and poisonous, toxic and otherwise unsafe materials were secured from the children. Chemicals (cleaning products) were observed accessible to children in the bathroom on the lower level of the home and alcohol was in another cabinet in another bathroom and that cabinet was not secured.
- Not all of the outlets were capped.
- Chrystal did not have numbers for parents written on paper, a person who can be reached when the parent can't, and the child's doctor written on paper and accessible near a phone.
- Chrystal did not have emergency numbers posted for police, fire, ambulance and poison information center.
- Chrystal did not have her updated certificate of registration displayed in a conspicuous place.
- The First aid kit did not have a water bottle that is required.

The outdoor area was observed with no hazards noted.

A full review of records noted some items needing updates:
- Chrystal did not have documentation of monthly testing of her smoke detectors.
- Chrystal could not locate her form that had monthly documentation of he fire and tornado drills.
- Chrystal needs an updated physical for herself.
- Chrystal's son Jacob needs an updated physical.
- Chrystal's son Carter is an approved assistant. He did not have the certification of two hours of approved training related to the identification and reporting of child abuse that is required within the first six months of employment. Chrystal reported that she has not used him as an assistant.

This worker reviewed the files of several of the children and the following was noted:
- Chrystal could not locate any file for 2 of the children in her care.
- Chrystal did not have written permission from a parent for the child to attend activities away from the child development home for any of the children.

While this worker was present I did observe Chrystal provide lunch to the children and she provided a well balanced meal.

Suggestions/Recommendations:

- Chrystal needs to ensure that conditions of the home are always sanitary and free from hazards. - Dirty diapers were observed on the counter in the bathroom on the lower level of the home. She needs to dispose of these immediately and in a separate container so they are not accessible to the kids.
- Chemicals need to be out of reach and inaccessible to children. Those items need to be moved or the cabinet needs to be secured.
- All outlets need to be capped.
- Chrystal needs to have numbers for parents written on paper, a person who can be reached when the parent can't, and the child's doctor written on paper and accessible near a phone.
- Chrystal needs to have emergency numbers posted for police, fire, ambulance and poison information center.
- Chrystal needs to have her updated certificate of registration displayed in a conspicuous place.
- The First aid kit needs to have a water bottle that is required.
- Chrystal needs to have documentation of monthly testing of her smoke detectors.
- Chrystal needs to have monthly documentation of the fire and tornado drills.
- Chrystal needs an updated physical for herself.
- Chrystal's son Jacob needs an updated physical.
- Chrystal's son Carter is an approved assistant. He did not have the certification of two hours of approved training related to the identification and reporting of child abuse that is required within the first six months of employment. He will need to obtain this training if she does plan to use him as an assistant.
- Chrystal needs to locate or develop a file for 2 of the children in her care.
- Chrystal needs to obtain written permission from a parent for the child to attend activities away from the child development home for all of the children.

You may contact your local CCR&R for further assistance if needed.

Corrective Action Required:

Chrystal agreed to send pictorial documentation of the missing items noted above. Please email pictorial documentation of compliance to me at cweber@dhs.state.ia.us or text me at 319-429-0749. Please send all necessary compliance documentation within 2 weeks of the receipt of this letter.

Thank you for the service you provide to the children in your community.

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 cweber@dhs.state.ia.us 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).