06/22/2018

Calbonette Leatherwood
649 1/2 W 11th ST FL 2
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the follow up at your child care home conducted on 06/22/2018. 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 120.9 **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:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 6/22/18 checking the following regulations:

441 IAC 120.8(1)“a” Calbonette needs to post emergency numbers for police, fire, ambulance and poison information. A number for each child's parent, emergency contact and child's physician needs to be written and readily accessible by a working telephone. Viewed emergency numbers form posted on the wall.
441 IAC 120.8(1)“g” Calbonette needs a 2A 10BC rated fire extinguisher on the every floor used for care. Viewed a 2A 10BC rated fire extinguisher.
441 IAC 120.8(1)“h” Calbonette needs to test smoke detectors monthly and document. Viewed documentation of monthly smoke detector testing.
441 IAC 120.8(1)“i” Calbonette needs to post no smoking signs at every entrance to the home. Viewed no smoking signs posted at every entrance to the home.
441 IAC 120.8(1)“o” & 441 IAC 120.8(1)“p” Calbonette needs an injury report form to document any injuries that occur during child care hours. Serious injuries must be reported to DHS within 24 hours. Viewed injury report form.
441 IAC 120.8(3)“a” Calbonette needs to move unsafe materials under the kitchen sink to a child inaccessible area or she needs to install a child lock. Viewed cabinet under the kitchen sink. Unsafe materials have been removed.
441 IAC 120.8(3)“b” Calbonette needs a first aid kit. The first aid kit must contain bandages, disposable tweezers, gloves and a bottle of water. Viewed a first aid kit. The first aid kit contained bandages, disposable tweezers, gloves and a bottle of water.
441 IAC 120.8(4) Calbonette needs to complete and post emergency plans. Emergency plans must clearly map evacuation routes. Viewed emergency plans. Evacuation routes have been mapped.
441 IAC 120.8(4) “a” Calbonette needs to practice fire and tornado drills monthly and document. Viewed documentation of monthly fire and tornado drill practice.
441 IAC 120.8(4) “b” Calbonette needs to locate her Emergency Preparedness Plan or she will need to write a new plan. Viewed written Emergency Preparedness Plan.
441 IAC 120.9 Children’s Files
Calbonette needs to complete a file for every child enrolled in care.
Calbonette needs to complete an intake/enrollment form for every child in care.
Calbonette needs to complete an emergency medical treatment authorization form for every child in care.
Calbonette needs a physical for every child in care. Viewed for TE, JM.
Calbonette needs a school age parent statement for every child in care.
Calbonette needs an immunization record for every child in care. Viewed for TE, JM.
Calbonette needs a pick up list for every child in care.
Calbonette needs a travel/activity form for every child in care.
441 IAC 120.10(1) Calbonette needs to locate her Essentials Health and Safety Training completion certificates or she needs to re-take the course. Viewed Essentials Health and Safety Training completion certificates.
441 IAC 120.10(2) Calbonette needs to locate her Mandatory Reporter Training completion certificate or she needs to re-take the course. Viewed Mandatory Reporter Training completion certificate
441 IAC 120.10(3) Calbonette needs to locate her CPR/First Aid Training completion certificate or she needs to re-take the course. Viewed CPR/First Aid Training completion certificate
441 IAC 120.10(6) Calbonette needs to complete 6 hours of training before her next CCA renewal. Viewed Essentials Health and Safety Training completion certificates.

Items of non-compliance after the follow up visit:

441 IAC 120.9 Children’s Files
Calbonette needs an updated intake/enrollment form for TE, JM, OR.
Calbonette needs to complete an updated emergency medical treatment authorization form for TE, JM, OR.
Calbonette needs a physical for OR.
Calbonette needs an updated school age parent statement for TE, JM.
Calbonette needs an immunization record for OR.
Calbonette needs an updated pick up list for TE, JM, OR.
Calbonette needs a travel/activity form for TE, JM, OR.

Suggestions/Recommendations:

Corrective Action Required:

Calbonette needs to send non-compliance paperwork to Glenda Currier (gcurrie@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 7/6/18.

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.

Sincerely,

Glenda Currier
Social Worker II

Machelle Pezley
Social Work Supervisor 06/22/2018

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