

10/18/2017

Jennifer Wolkenhauer  
4947 Summer ST  
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 10/18/2017. 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)“j”                      Homes served by a private sewage disposal system shall be operated and maintained to ensure the system is properly treating the waste water and not creating an unsanitary condition in the environment.

**441 IAC 110.8(2)**                      **Use of Outdoor Space**

441 IAC 110.8(2) “a”                      A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

**441 IAC 110.8(4)**                      **Emergency Plans**

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 110.8(5)****Safe Sleep**

441 IAC 110.8(5) "a"

The provider shall follow safe sleep practices as recommended by the American Academy of Pediatrics for infants under the age of one.

- a. Infants shall always be placed on their back for sleep.
- b. Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.
- c. Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child shall be allowed to sleep in an infant seat, car seat, swing, bouncy seat, or items not designed for sleeping.
- d. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant.
- e. No co-sleeping shall be allowed.
- f. Sleeping infants shall be actively observed by sight and sound.
- g. If an alternate sleeping position is needed, a signed physician authorization with statement of medical reason is required.

441 IAC 110.8(8)

Activity Program. There is an activity program and it promotes self-esteem and exploration.

- a. Activity program includes active play.
- b. Activity program includes quiet play.
- c. Activity program includes activities for large muscle development, such as running, climbing and riding toys.
- d. Activity program includes activities for small muscle development, such as coloring, puzzles, finger plays and play dough.
- e. Play equipment and materials in a safe condition, for both indoor and outdoor activities which are developmentally appropriate for the ages and number of children present.

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)"b" (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:

- minimum health and safety training, approved by the Department, in required content areas
- Iowa's Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

441 IAC 110.9(1)"b"(2)

Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

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(3)

An individual file is maintained for each substitute and contains:

1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) "a" 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.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

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:**

Jennifer needs to show documentation of her septic system inspection by the county sanitarian. This documentation must state that the system is in compliance with discharge restrictions.

Jennifer needs to repair or replace Little Tikes playset(s) that have cracked plastic pieces on them. Jennifer needs to remove building materials for new playset from her outdoor play area or assemble new play set.

Jennifer needs to show documentation as to her procedures for the following area on her Emergency Preparedness document: Parent Reunification.

This worker observed a three week old baby loosely swaddled with a thick blanket around it. The child also had another blanket that was in the sleep environment. This worker reminded Jennifer of the department's expectations of safe sleep environments and demonstrated for the provider the correct way to swaddle a child. The provider did remove the blanket from around the child and removed the other blanket that was in the sleep environment.

Jennifer needs to repair or replace 2 Pack-N-Plays that have holes in the side wall mesh.

Jennifer needs to show documentation of her completed Health and Safety Training.

Jennifer needs to show documentation of her Background Check Approval letter from the Central Childcare Registration Unit.

Jennifer needs to show documentation of a current approval letter for Dustin as substitute/assistant.

Jennifer needs to show documentation of current course completion of First Aid/CPR for Hope.

Jennifer needs to show documentation of current course completion of Health and Safety Training for Hope, Siarra and Dustin.

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:

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. Need for H.S.

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. Need for H.S.

A signed medical consent from the parent authorizing emergency treatment. Need for H.S.

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. Need physical for H.S.

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. Need for A.M., H.S.

A list 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. Need for H.S.

Written permission from the parent for the child to attend activities away from the child development home. Need for H.S.



## Iowa Department of Health And Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

Suggestions/Recommendations:

Corrective Action Required:

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home either on or after 12/7/17.

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/[creckli@dhs.state.ia.us](mailto: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 562-324-3236

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).