10/31/2023

Kimberly Graves
3922 Veralta DR
Cedar Falls, IA 50613

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 10/31/2023. 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 110.8(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)"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)"i" Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported.
Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.
All signs shall include:

1. The telephone number for reporting complaints, and
2. The Internet address of the department of public health (www.iowasmokefreeair.gov)

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

441 IAC 110.8(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 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 110.14(3) **Facility requirements**

441 IAC 110.14(3)"c" The home shall have a minimum of two direct exits to the outside from the main floor.

1. If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.

2. All exits shall terminate at grade level with permanent steps.

3. A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window

4. Occupancy above the second floor shall not be permitted for child care.

Findings:

It should be noted that Kimberly is currently not providing care to any children and has not been since July. She does want to keep her registration open and may take kids again beginning in December or January.

An annual compliance check was completed on 10/31/23 and the following was out of compliance:
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.
Kimberly did not have emergency numbers posted although she does not currently have children in her care. when she resumes care she needs to post this information accordingly.

441 IAC 110.8(1)“h” The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes.
Kimberly did not have this documentation for the months when she did provide care.

441 IAC 110.8(1)“i” Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.
All signs shall include:
The telephone number for reporting complaints, and
The Internet address of the department of public health (www.iowasmokefreeair.gov).
Kimberly did not have these non smoking signs posted.

441 IAC 110.8(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.
These were not posted at the primary and secondary exits.

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.
She did not have this documentation.

441 IAC 110.14(3)“c” The home shall have a minimum of two direct exits to the outside from the main floor.
If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.
All exits shall terminate at grade level with permanent steps.
A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window
Kimberly shared that she previously had permanent steps leading up to her egress window in the lower level but it was not there at this time. She reported she moved it since she is currently not providing child care.

Suggestions/Recommendations:

Kimberly did not have emergency numbers posted for fire, police, ambulance and poison information. Although, she does not currently have children in her care. When she resumes care she needs to post this information accordingly.

Kimberly needs to test her smoke detectors monthly and document accordingly.

Kimberly needs to ensure she has non-smoking signs posted at all of her entrances and in her vehicle she uses to transport kids. She reported that she has the signs they are just not posted currently as she is not currently providing child care in the home.

When Kimberly resumes are, she will need to ensure that she has 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.

When Kimberly resumes care she will need to ensure she is practicing fire and tornado drills monthly and documenting those accordingly.

Kimberly shared that she previously had permanent steps leading up to her egress window in the lower level but it was not there at this time. She reported she moved it since she is currently not providing child care. When she resumes care she will need to ensure those steps are in place.

Corrective Action Required:

A re-check is not needed at this time. Corrections need to be made by 11/30/23 and will be reviewed at the next annual compliance check.

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 child care 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).