



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

08/24/2020

Kenyetta Rooks  
2101 Division ST10  
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your residence in which you are seeking child development home registration conducted on 08/24/2020. 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)“f”                      A safety barrier shall surround any heating stove or heating element, in order to prevent burns.

441 IAC 110.8(1)“g”                      The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

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](http://www.iowasmokefreeair.gov))

**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(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) “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 110.9

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”

## Findings:

On 8/24/20 Chad Reckling, SW II conducted a follow up visit to the childcare home. The following was observed:

Kenyetta needs to post her emergency numbers for police, fire, ambulance and poison control. This was observed to be completed.

Kenyetta needs to place child knob covers on her heating stove knobs in the kitchen. This was observed to be completed.

Kenyetta needs to have a class 2A 10 BC rated fire extinguisher for her home. This was observed to be completed.

Kenyetta needs to place a smoke detector in her shared entryway between her kitchen and living room. This was observed to be completed.

Kenyetta needs to place Iowa Smoke Free Air Act no smoking signs at each entrance of her home and in her transport vehicle. Kenyetta currently does not have a transport vehicle.

Kenyetta needs a child lock placed on her kitchen sink cabinet doors and her bathroom sink cabinet doors. This was observed to be completed.

Kenyetta needs a first aid kit for her transport vehicle that contains the minimum of: bandages, bottled water, disposable tweezers, and disposable gloves. This was observed to be completed.

Kenyetta needs disposable tweezers for her home first aid kit. This was observed to be completed.

Kenyetta needs to post her emergency plans for fire and tornado next to both of her exits of her home. These plans will include home floor plans showing routes for fire and tornado and brief descriptions of her procedures and a description of her flood/evacuation plan with a specific street address where this location will be. This was observed to be completed.

Kenyetta needs to show documentation of current physicals for Keilene, Kelis, and Kenyetta, on the Childcare Provider Physical Examination Report Form. This was observed to be completed.

Kenyetta needs to show documentation if current physicals for Jermaine on the Childcare Provider Physical Examination Report Form, specifically the TB section of the form needs to be completed by the physician. The provider emailed this worker on 8/24/20. This was observed to be completed.

Items of non-compliance still remaining after today's visit:

Kenyetta needs to complete and show documentation of her Emergency Preparedness Plan.

Suggestions for Improvement:

Recommendation:

Based on the items out of compliance listed above, you will not be required to have a recheck or follow up visit to your home. Please have all items of non-compliance noted above completed by 8/28/20 and submit to the department for review.

[ ] Is the recommendation to terminate a provider agreement or revoke a registration?

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.

Based on the items out of compliance listed above, you will not be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at (319) 208-5521/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 563-324-3236

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).