

11/02/2018

Jennifer Wolkenhauer
2422 West AVE
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 11/02/2018. 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 110.9 Files

441 IAC 110.9(1) **A provider file is maintained and shall contain the following:**

- 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:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 11/2/18 checking the following regulations:

441 IAC 110.8(3)"a" Jennifer needs to remove paint, scrapers, deodorizer spray and lighters from bathroom area. Viewed bathroom. Paint, scrapers, deodorizer spray and lighters have been removed.

441 IAC 110.8 Jennifer needs to remove soiled diapers from her diaper changing table. Viewed play room where diaper changing table is located. Soiled diapers have been removed.

Jennifer needs to replace her screen on her bathroom window. Viewed a "movable" screen that is used in the bathroom.

Jennifer needs to unplug her hair dryer in the bathroom area. Viewed bathroom. Hair dryer has been unplugged.

Jennifer needs to shut off Scentsy during daycare hours in her living room and bathroom. Viewed bathroom and living room. Scenty in living room was turned off. Scentsy in the bathroom has been moved up to a child inaccessible area.

441 IAC 110.8(1)"a" Jennifer needs to update her emergency contact sheet for her daycare children. Viewed updated emergency contact sheet.

441 IAC 110.8(1)"h" Jennifer needs to update her documentation for her monthly smoke detector checks. Data is missing from May to

August of 2018. Viewed monthly smoke detector testing documentation for September and October. Testing has been resumed.

441 IAC 110.8(2) "a" Jennifer needs to remove Pack-N-Play and infant chair from her outdoor play area and discontinue their use; tape

cracked plastic on her Little Tikes playset; re-assemble her basketball hoop; remove mower and gas from area; cover grill or remove from outdoor play area; remove wasp and hornet spray, lighter fluid; empty ashtray, and anchor her swingset. Viewed outdoor play area. Pack-N-Play, infant chair, cracked plastic, mower, gas can, hornet spray, lighter fluid and empty ash tray have been removed. Grill has been covered, basketball hoop has been reassembled and swingset has been anchored.

441 IAC 110.8(4) Jennifer needs to post her emergency plans for fire and tornado next to her front door. Viewed emergency plans posted by the front door.

441 IAC 110.8(4) "a" Jennifer needs to update her documentation for her monthly fire and tornado drills completed. Data is missing for May

through August 2018. Viewed monthly fire and tornado drill practice documentation for September and October. Practice has been resumed.

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 A.R.(8), A.R.(3), H.S. Need update for D.G. Viewed for H.S. Viewed update for D.G. Jennifer reports A.R.(8), A.R.(3) no longer attend the child care.

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 A.R.(8), A.R.(3), H.S. Need update for D.G. Viewed for H.S. Viewed update for D.G. Jennifer reports A.R.(8), A.R.(3) no longer attend the child care.

A signed medical consent from the parent authorizing emergency treatment. Need for A.R.(8), A.R.(3), H.S. Need update for D.G. Viewed for H.S. Viewed update for D.G. Jennifer reports A.R.(8), A.R.(3) no longer attend the child care.

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 A.R.(3), W.L., R.K. Viewed physical for W.L., R.K. Jennifer reports A.R.(3) is no longer in care.

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. Need for A.R.(8), L.E., H.S. Jennifer reports A.R.(8), L.E. no longer attend the child care.

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. Need enrollment physical for A.R.(8), L.E., H.S. Jennifer reports A.R.(8), L.E. no longer attend the child care.

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.R.(8), A.R.(3), H.S. Jennifer reports A.R.(8), L.E. no longer attend the child care.

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 A.R.(8), A.R.(3), H.S. Need update for D.G. Viewed for H.S. Viewed update for D.G. Jennifer reports A.R.(8), A.R.(3) no longer attend the child care.

Written permission from the parent for the child to attend activities away from the child development home. Need for A.R.(8), A.R.(3), L.E. Need update for D.G. Viewed for H.S. Viewed update for D.G. Jennifer reports A.R.(8), A.R.(3), L.E. no longer attend the child care.

Items of non-compliance after the follow up visit:

441 IAC 110.9(4) Children's Files

Jennifer needs a school age health status for H.S.

Jennifer needs an enrollment physical for H.S.

Jennifer needs an immunization record for H.S.

Suggestions/Recommendations:

Corrective Action Required:

Jennifer needs to send non-compliance paperwork to Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 11/16/18.

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 or creckli@dhs.state.ia.us if you have any questions regarding this letter.



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

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 866-324-3236

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

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).