05/13/2025

Ronda Bissen
1221 Baldwin ST
Harlan, IA 51537

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 05/13/2025. 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:

FINDINGS:	**Identify FINDINGS in each area of non-compliance.**
441 IAC 110.6	Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.
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)"c"	Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers
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)"n"	Providers shall inform parents of the presence of any pet in the home. **1.** Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites

(fleas, mites, ticks, lice).
2. Each pet bird in the household shall be purchased from a dealer licensed by the Iowa department of agriculture and land stewardship and shall be examined by a veterinarian to verify that it is free of infectious diseases. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. Children shall not handle pet birds.
3. Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.
4. All animal waste shall be immediately removed from the children's areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.
5. No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times

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(4) **Emergency Plans**

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 110.9 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.

441 IAC 110.14 **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"**

441 IAC 110.14(1) “a” No more than eight children not attending kindergarten or a higher grade level shall be present at any one time

Findings:

441 IAC 110.6 Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.
441 IAC 110.14 SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"
441 IAC 110.14(1) “a” No more than eight children not attending kindergarten or a higher grade level shall be present at any one time

**The provider had 10 preschool aged children in her care on the date of the visit. The provider reported that she had taken on a couple of drop in children, but then others showed up that she did not know would be at care on this date. One child was to be there for two hours due to a parent's medical appointment. Discussion with the provider that she needs to stay in ratio with preschool aged children as a category B childcare development home.

441 IAC 110.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.
**There is a higher amount of clutter in the home. In July 2024 at the compliance visit, compliance staff discussed the need to remove some of the clutter in the childcare area. In August 2024, compliance staff returned to the home and there had been progress made in reducing the amount of clutter. This current visit, compliance staff noted the dining room table was full of laundry, this had been somewhat cleaned off at the last visit to provide space for children to eat meals and snacks. The kitchen counters were very cluttered again, this leads compliance staff to question food preparation practices and ability due to lack of space on the counters.

**The stairway that is utilized as the secondary exit and steps to the basement for tornado drills or emergency weather need, has clutter on the stairs leading to the secondary exit door and to the basement. This is a hazard in the event of a true weather emergency, children could trip and fall over items that are on the stairs. The secondary exit has a unit on the outside of the secondary exit. The provider reported that it is easily movable from inside or outside. The provider reported that it was placed there due to someone opening the side door. The provider expressed a need to get a new door or some type of lock to keep people who walk through her yard from opening the door.

441 IAC 110.8(1)“a” The home must prominently display all emergency information, and all travel vehicles must have a paper copy of emergency parent contact information
**The provider has a listing of children and information in her stairway, but it does not appear that this information has been updated for some time.

441 IAC 110.8(1)“c” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers

**The provider has several items that are around her furnace. These items need to be moved away from the furnace to avoid a potential fire hazard.

441 IAC 110.8(1)“h” The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
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.

**The provider has not documented monthly drills and smoke detector checks for some time. Discussion with the provider about the steps that she takes to complete drills. She reports a monthly activity, but no documentation.

441 IAC 110.8(1)“n”
4. All animal waste shall be immediately removed from the children’s areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.

**There was feces on the floor of the bathroom. Children had been in and out of the bathroom during the visit.

441 IAC 110.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
**In the living room/dining room area there are shelves that have air freshener and other items that could be harmful to children. In the kitchen, there are cleaning supplies on the counters. Compliance staff observed the children and watched the children move chairs around. This is an easy way for any of them to see an item and be able to reach the item that can cause harm.

441 IAC 110.9(4) Children’s Files.

**Compliance staff checked four child files, one file was missing an updated physical examination.

Suggestions/Recommendations:

If you have any questions regarding this letter, please contact compliance staff.

Your CCR&R representative is Dawn Powers. Her phone number is 712-579-4590. Her email is dpowers@westcca.org

Your CNCC is Nora Evans. Her contact number is 712-828-1386 and her contact email is nora.evans@pottcounty-ia.gov

Corrective Action Required:

In regards to being over numbers during the compliance visit, we discussed that as the business owner, you need to tell parents that you cannot take their children when you already have eight preschool aged children in care. Reminder that preschool age is 0 until the day before they start kindergarten. The law for childcare development homes allows for the category B home to have up to eight preschool aged children. You had ten children in care on this date. Once you have eight, if anyone else shows up for care, you have to tell them you cannot take their child. Per our discussion, you were not planning on being full, so you told a drop in family that you could help them. Then, others showed up with children you were not expecting. While this is a difficult situation, you should have told the last two drop off's that you cannot have their child in care on that date.

In regards to the hazards in the home environment, compliance staff discussed the stairway hazards with the items on the stairway that is your secondary exit and the route for tornado drill or tornado emergency. These stairs should be cleaned off and remain clean. The green covered tower outside the door is easily movable as described. However, the better option is to get a secured lock for that door and removed the green covered tower from the pathway of the door in the event of a fire.

The kitchen has become overloaded again with dishes in the sink, and items all over the counters. Compliance staff does not see how you can adequately prepare food for the children, when there is no space. The eating area is more cluttered again at the large table, the smaller tables were accessible to the children.

In regards to the lack of updated emergency contact information, you will need to get this updated and send compliance staff a picture of your updated number information by July 13, 2025.

In regards to the combustible materials near your furnace, you will need to ensure that all flammable items, paint can, boxes and any other flammable items are removed from that immediate area by May 30, 2025. You will need to submit a photo showing compliance staff the movement of the items. This can be sent to 712-435-0576.

In regards of monthly documentation of monthly drills and smoke detector checks, please start your documentation for May 2025. This will be reviewed at your next compliance visit.

In regards to the fecal matter in the bathroom on the main floor, pet waste needs to immediately be removed from any child area. Compliance staff does not know how long the fecal matter was there, but children had been using the bathroom prior to compliance staff inspecting the area.

In regards to the accumulation of chemical items in your living room and dining room area and on the kitchen counters, you will need to remove those items immediately and work daily to ensure that all chemically related items are replaced in storage prior to childcare hours.

In regards to the missing updated physical in one of the child files, please work with the parents to obtain a copy of the last visit summary.

Addendums:

- Addendum1: Compliance staff made an unannounced visit to the childcare home of Ronda Bissen September 16, 2025. The provider has been actively working with CCR&R and CCNC services since the original visit to the home in May 2025. There was some delay as Ronda had time off throughout the summer, but both complementary services were able to get into the home and work with Ronda over concerns of the home's condition in May 2025.

  Compliance staff completed a walkthrough of the home. Prior to this visit, the provider had sent photo documentation of her updated emergency numbers list for the children in her care and their emergency number information. She also had sent photo evidence of cleaning out the area of the basement that was around her furnace and water heater area. To help avoid items stacking up in the same area and being an issue, she placed a divider in the area to avoid that area for storage.

  Other non-compliance issues identified in May 2025 that have had progress include, monthly documentation of drills and smoke detector checks; removal of chemical items from the living room that could be harmful to children in care who like to climb and get into things on the provider's shelves. The stairway to the basement has been cleaned up and there are less items on the stairs to create a hazard if the group needed to reach the basement for an emergency. Her overall numbers were also in compliance on this date. We discussed her hours and the number of children she has had in care and she reported that she has been keeping her numbers around 8 due to needed time off. Clutter on the main area of the home, the childcare area has decreased. The children have a place to sit and eat for meals and snacks. The kitchen has counter space for food preparation that was not previously available.

  Compliance staff is supportive of the progress the provider has made in the changes in her home to be able to provide a safe, stable and sanitary environment for the children she cares for daily.

This Addendum is approved by supervisor on 10/14/2025 2:41:05 PM

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 712-435-0576 or stacy.burris@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).