



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

08/30/2019

Mycal Hall  
897 Yale CT  
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the pre-inspection visit at your residence in which you are seeking child development home registration conducted on 08/30/2019. 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)“b” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous
- 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:

441 IAC 110.

110.8(1) a Mycal needs to have emergency numbers posted.

110.8(1) b Mycal needs to have all out outlet capped and electrical cords moved.

110.8(1) h Mycal needs to have a smoke detector in the dining room and living room.

110.8(1) i Mycal needs add signs to all exits and vehicle.

110.8(3) a Mycal needs to move items in bathroom and kitchen higher or put locks on doors.

110.8(3) b Mycal needs to have a first aid kit that she can use for inside, outside and vehicle. The first aid kit needs adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

110.8(4) a Mycal needs emergency exit signs by all exits. The plans need clear evacuation routes in case of fire, tornado, and flood.

110.8(4) b Mycal needs to have a copy of her emergency preparedness plan.

Procedures are in Place for

Evacuation: Relocation: Shelter in Place:

Lock down: Communication: Continuity of services:

Procedures to address the needs of children including those with functional or access needs:

110.9(1) a Mycal needs to have a copy of her physical on form 470-5152. Mycal needs a copy of Di'ore's physical.

Suggestions for Improvement:

Contact a CCR&R Child Care Consultant for assistance with non-compliance items and child care questions. A CCR&R Child Care Consultant can be reached at 563-557-1628.

You may call the fire department for smoke detectors.

Recommendation:

Paperwork will be reviewed at follow-up. A follow-up visit will be on 9/13/19 at 1:00 pm. If you have items completed you may call for an earlier appointment. If that time does not work you may call to reschedule.

[ ] 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 be required to have a recheck or follow up visit to your home. Please correct identified areas of non-compliance and contact me within 15 days or your application may be denied.

Please do not hesitate to contact me at DHS at 563/557-8251 [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Glenda Currier

**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 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](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).