06/18/2025

Janet Simmons
16385 190Th ST
Monticello, IA 52310

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 06/17/2025. 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 110.8(1)	**Facility Requirements**
441 IAC 110.8(1)"e"	Annual laboratory analysis of a private water supply shall be conducted to show satisfactory bacteriological quality. When children under the age of two are to be cared for, the analysis shall include a nitrate analysis. When private water supplies are determined unsuitable for drinking, commercially bottled water or water treated through a process approved by the health department or designee shall be provided.
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)"o"	The provider shall document all injuries that require first aid or medical care using an injury report form. The form shall be completed on the date of occurrence, shared with the parent, and maintained in the child's file
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(2)	An individual file is maintained for each staff assistant and contains:

1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

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

441 IAC 110.14(1)“ e” If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old, unless extra children are present as a result of an emergency school closing

Findings:

An annual compliance check was completed on 6/17/25 and the following was out of 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.

As a category B provider, Janet is allowed to have 8 preschool-aged children or below present at one time. She is allowed to have up to 4 additional school-aged children present as long as it is not for more than 2 hours at a time. She is allowed to have over 8 and up to 12 full time, if an approved assistant is present. On this date Janet had 9 children present and although another teen was there assisting in the care of the children, and whom Janet referred to as an assistant, this teen has not been approved by HHS to be an assistant or to even be around the childcare children. We did discuss the need to get this individual approved as an assistant if she plans to use her in the way in the future and that this individual cannot be around the children or caring for the children until approved. After consultation with the HHS supervisor, this individual was asked to leave the childcare space. Janet did report that not all of the children attend full time and we discussed the need for her to stay within her approved numbers of children allowed at one time.

441 IAC 110.8(1)“e” Annual laboratory analysis of a private water supply shall be conducted to show satisfactory bacteriological quality. When children under the age of two are to be cared for, the analysis shall include a nitrate analysis. When private water supplies are determined unsuitable for drinking, commercially bottled water or water treated through a process approved by the health department or designee shall be provided.

Janet's annual water analysis was from 10/19/23. She does need an updated one as this was not completed within the past year and is expected annually.

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

Janet did not have any documentation for 2025 of monthly testing of smoke detectors. 2024 documentation was also not completed.

441 IAC 110.8(1)“o”
The provider shall document all injuries that require first aid or medical care using an injury report form. The form shall be completed on the date of occurrence, shared with the parent, and maintained in the child’s file

When discussing if Janet uses the accident report form for documentation of injuries, she reported that she does communicate with parents but does not always document it. She referred to an incident just the day prior that had not been documented.

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.

Janet did not have any documentation for 2025 of monthly practice of fire and tornado drills. The documentation from 2024 was also incomplete.

441 IAC 110.9(1)“b” (1) I-PoWeR records or certificates verifying required training completion:
Prior to registration:
minimum health and safety training, approved by the Department, in required content areas
Iowa’s Mandatory Child Abuse Reporter Training
Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

Janets First aid and CPR and her MCART had both expired.

441 IAC 110.9(1)“b”(2) Documentation from the department confirming the record checks required under 441 IAC

110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.
Janet did not have this documentation.

441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:
Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
Janet does have an assistant who is approved by HHS (Isabela). However, this individual was not present on this date and Janet reported she no longer uses that individual as an assistant. Janet reported that Abigail (a relative age 14) is currently assisting her this summer. However, Janet has not submitted paperwork to HHS to get her approved as an assistant or even as an individual approved to be around the childcare children. After consultation with my supervisor, Abigail was asked to leave the childcare setting, and Janet was advised that Abigail will need to be approved as an assistant before she can resume that role. Janet was advised of that she needs to submit to the HHS registration unit to get Abigail approved.
Also, due to the fact that Abigail has not been approved, Janet did not have the required physical, documentation from HHS approving her as an assistant and Abigail did not have the required Mandatory Child Abuse Reporter training that is also required of an assistant.

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.
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.
A signed medical consent from the parent authorizing emergency treatment.
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.
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.
The examination report or statement of health status shall be on file before the child's first day of care
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.
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.
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.
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.
Documentation 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.
Written permission from the parent for the child to attend activities away from the child development home.
Injury report forms documenting injuries requiring first aid or medical care
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.
Janet did not have the annual update for a few of the children in care.
Janet was missing initial physicals for 3 children.
Janet was missing updated/annual physicals for 4 children.
Janet did not have written permission for the children to attend activities away from the childcare, but she reported

they do not leave the premises.

Janet reported that she has not consistently used the injury report form to document injuries requiring first aid or medical attention.

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

441 IAC 110.14(1)“e” If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old, unless extra children are present as a result of an emergency school closing.

Janet had 9 children present and the teen she was using as an assistant has not been approved by HHS.

We did develop a safety plan on this date stipulating that Janet needed to take steps immediately to get Abigail approved as an assistant if she plans to use her as such. Abigail is not approved to assist with the care of the children or to even be around the children until such approval is obtained.

Janet also needs to stay within the number of children she is allowed at one time.

As a side note, Janet did report that her current certificate expires at the end of July and she is considering not renewing. She did report that her parents are aware she may not finish out the summer. We did discuss the need to come into compliance with all areas.

Suggestions/Recommendations:

I encourage you to work with Alicia Wagner with Child Care Resource and Referral if you have any ongoing compliance or training needs.

Alicia can be reached at 319-538-8464 or awagner@caeiowa.org

Thank you for your service in providing childcare in your community.

Corrective Action Required:

A re-check for regular compliance is not needed at this time. Corrections need to be made by 7/9/25 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items where specifically noted below.

A follow up will be done however (not necessarily a re-check) due to the safety plan developed on this date.

Janet needs to ensure that she stays within the number of children allowed at one time.

Janet needs to obtain an updated (annual) water analysis and send pictorial verification to this worker.

Janet needs to ensure that she is testing her smoke detectors every month and documenting that accordingly.

Janet needs to ensure that she is documenting all injuries that require first aid or medical care using an injury report form. The form shall be completed on the date of occurrence, shared with the parent, and maintained in the child's file

Janet needs to ensure that 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.

Janet needs to update her First aid and CPR training and her MCART and send pictorial verification to HHS.

Janet needs to locate the documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

Janet needs to submit the required paperwork to HHS if she wants to have Abigail approved as an assistant. Until such time that Abigail is approved, she is not able to assist with the care of the children, and she is currently not approved to be around the children. She does not reside in the provider's home. If and when Abigail is approved as an assistant, Janet will need to comply with getting her an approved physical and ensuring that she completes the required MCART. She will need to send pictorial verification of this to HHS.

Janet needs to work with the parents to ensure she has all the required documentation for each child. (initial physicals, updated/annual physicals, annual updates on paperwork).

Janet agreed to the safety plan developed on this date stipulating that Janet needs to take steps immediately to get Abigail approved as an assistant if she plans to use her as such. Abigail is not approved to assist with the care of the children or to even be around the children until such approval is obtained.
Janet also needs to stay within the number of children she is allowed at one time. Due to the fact a safety plan was developed on this date, HHS will do a follow up to verify compliance. Janet still however is expected to send pictorial verification of the items specifically noted, to verify compliance.

1305 E. Walnut Street, Des Moines, IA 50319-0114

Addendums:

- Addendum1: Janet's annual compliance check was completed on 6/17/25. At that time she was out of compliance with several Regulations and needed to send pictorial verification of compliance of several items by 7/9/25.

  A safety plan was also developed on that date due to her being over numbers on the number of children she is allowed at one time and in regard to having an unapproved individual present that she referred to as a helper but had not been approved by HHS to be an assistant. Due to the establishment of a safety plan, this worker planned to do a follow up.

  This worker went to the home for a follow up to the safety plan on 7/22/25. At that time her sister (who operates a child development home that is attached, stated that Janet did not plan to renew her Registration and her certificate would expire at the end of the month. Janet had mentioned to this worker on 6/17/25 that she might not renew, thus this worker did not end up doing a follow up on that date with the understanding she would be closed out within a few weeks.

  On 9/22/25 this worker received information (from the Registration unit) that Janet had changed her mind last minute and had in fact taken steps to renew her Registration. With the fact of her continuing her Registration, this worker planned a follow up to her home in regard to the prior safety plan and compliance verification I still needed.

  On 10/2/25 this worker did an unannounced follow up at Janet's home. On that date she had 3 children in care at the time of the drop in. She did report that she also cares for 4 school aged children before and after school. We reviewed the number of children she is allowed to have. at one time. Per the safety plan agreement, Janet had taken steps to get Abigail approved as an assistant. Janet shared that Abigail typically comes in the afternoon when she is done with school. As an assistant Abigail needed to complete her MCART which had been completed in August.

  This worker also reviewed the areas where Janet had been out of compliance at the annual check in June. Janet had gotten the yearly water analysis completed in July. Janet had also updated her First Aid and CPR and her MCART in July. Janet had documented monthly testing of soke alarms in July and August and monthly pract8ice of fire and tornado drills in July and August. Janet shared that she had been working with the parents to get all the required documentation for children's files but still needed a few physicals.

  As of this date (10/2/25) this worker was able to verify compliance in the areas where Janet had been requested to send pictorial verification. She agreed to continue to work with the parents on obtaining all the required documentation.

  On this date, this worker observed the childcare space to be well maintained. This worker observed Janet to be cooperative in verifying compliance and this worker observed appropriate interactions between Janet and the children.

This Addendum is approved by supervisor on 10/2/2025 2:22:29 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 319-429-0749 or christy.weber@hhs.iowa.gov 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).