

12/07/2017

Kathleen Winfrey
817 1/2 Wilson AVE
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 12/06/2017. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 120, describes specific requirements that must be met by a child care home that has a child care assistance provider agreement. The following areas were out of compliance at the time of the visit:

441 IAC 120.7**Provider Requirements**

441 IAC 120.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

441 IAC 120.8(1)**Facility Requirements**

- 441 IAC 120.8(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 120.8(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 120.8(1)“d” Approved safety gates at stairways and doors shall be provided and used as needed.
- 441 IAC 120.8(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 120.8(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 120.8(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)

441 IAC 120.8(3) Medications and Hazardous Materials

- 441 IAC 120.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
- 441 IAC 120.8(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 120.8(4) Emergency Plans

- 441 IAC 120.8(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 120.8(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 120.8(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 120.9 Children’s Files

- 441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes.

441 IAC 120.9(2)

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
- e. For children under the age of six, 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 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 physician statement.
- f. Documentation signed by the parent which 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.
- 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. Written permission from the parent for the child to attend activities away from the child development home.
- j. 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 120.10**Professional Development**

441 IAC 120.10(1)

Prior to the issuance of a provider agreement, the provider shall complete minimum health and safety trainings, approved by the department, in all of the following content areas:

1. Prevention and control of infectious disease, including immunizations.
2. Prevention of sudden infant death syndrome and use of safe sleep practices.
3. Administration of medication, consistent with standards for parental consent.
4. Prevention of and response to emergencies due to food and allergic reactions.
5. Building and physical-premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
6. Prevention of shaken baby syndrome and abusive head trauma.
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
9. Precautions in transporting children.
10. Child development.

441 IAC 120.10(2)

Prior to issuance of a provider agreement, the provider shall complete two hours of Iowa's training for mandatory reporting of child abuse as required by Iowa Code section 232.69. The provider shall maintain a valid certificate indicating expiration date.

- 441 IAC 120.10(3) Prior to issuance of a provider agreement, the provider shall complete first-aid and cardiopulmonary resuscitation (CPR) training that meets the following requirements:
- a. Training shall be provided by a nationally recognized training organization, such as the American Red Cross, American Heart Association, National Safety Council, American Safety and Health Institute or MEDIC First Aid or by an equivalent trainer using curriculum approved by the department.
 - b. First-aid training shall include certification in infant and child first aid.
 - c. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date.
 - d. The provider shall maintain a valid certificate indicating the date of CPR training and the expiration date.

Findings:

- 441 IAC 120.8(1)"a" Kathleen needs to post emergency numbers for police, fire, ambulance and poison center. Kathleen needs to have child information accessible by a phone. This includes numbers for parents, child's physician and emergency contacts. DHS gave sample form.
- 441 IAC 120.8(1)"b" Kathleen needs to cap electrical outlets in every room used for care.
- 441 IAC 120.8(1)"d" Kathleen needs to install a safety barrier at stairs and doorways as needed.
- 441 IAC 120.8(1)"g" Kathleen needs a 2A 10BC rated fire extinguisher.
- 441 IAC 120.8(1)"h" Kathleen needs to install a smoke detector in every room used for care and at the top of every stairway.
- Kathleen needs to test smoke detectors monthly and document.
- 441 IAC 120.8(1)"i" Kathleen needs to post no smoking signs at every entrance to the home.
- 441 IAC 120.8(3)"a" Kathleen needs to move cleaners to a child inaccessible area. Kathleen needs to install a child lock on the cabinet under the kitchen and bathroom sinks or move unsafe items.
- 441 IAC 120.8(3)"b" Kathleen needs a first aid kit for the home. The first aid kit must contain bandages, disposable tweezers, a bottle of water and gloves.
- 441 IAC 120.8(4) Kathleen needs to post emergency plans at primary and secondary exits. Emergency plans must clearly map evacuation routes. DHS gave sample form.
- 441 IAC 120.8(4) "a" Kathleen needs to practice fire and tornado drills monthly and document. DHS gave sample form.
- 441 IAC 120.8(4) "b" Kathleen needs a written Emergency Preparedness Plan. A sample template is located at www.iowaccrr.org
- 441 IAC 120.9 Children's Files
- Kathleen needs to create files for the four children in care.
- Kathleen needs an intake/enrollment form for the four children in care.
- Kathleen needs an emergency medical treatment authorization form for the four children in care.
- Kathleen needs a physical for the four children in care.
- Kathleen needs a parent statement for any school aged children in care.
- Kathleen needs an immunization record for four children in care.
- Kathleen needs a pick up list for the four children in care.
- Kathleen needs a travel/activity form for the four children in care.
- 441 IAC 120.10(1) Kathleen needs to complete the Essential Pre-service Training.
- 441 IAC 120.10(2) Kathleen needs to complete Mandatory Reporter Training.
- 441 IAC 120.10(3) Kathleen needs to complete first aid training and CPR.

Suggestions/Recommendations:

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.

Corrective Action Required:

Lisa Hilsenbeck, Child Care Compliance Auditor, (563-326-8222 or lhilsen@dhs.state.ia.us) will complete a follow up visit on or after 1/26/18.



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

Non-compliance with any of the mandated requirements listed above may lead to the cancellation of your Child Care Assistance Provider Agreement. 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 563-557-8251 or gcurrie@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Social Worker II

Machelle Pezley

Social Work Supervisor

12/07/2017

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 563-557-1628