05/14/2018

Terri Endress
1104 S 10th ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 05/10/2018. 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 110.7 **Provider Requirements**

441 IAC 110.7(2) Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider

a. All standards regarding supervision and care of children apply to substitutes.
b. Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.
c. The substitute must be 18 years of age or older.
d. Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.)
e. The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

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)"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)

441 IAC 110.8(2) **Use of Outdoor Space**

441 IAC 110.8(2) “a” A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

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) “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 110.8(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 110.8(5) **Safe Sleep**

441 IAC 110.8(8) Activity Program. There is an activity program and it promotes self-esteem and exploration.

a. Activity program includes active play.
b. Activity program includes quiet play.

c. Activity program includes activities for large muscle development, such as running, climbing and riding toys.
d. Activity program includes activities for small muscle development, such as coloring, puzzles, finger plays and play dough.
e. Play equipment and materials in a safe condition, for both indoor and outdoor activities which are developmentally appropriate for the ages and number of children present.

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:

Terri needs to show documentation of her substitute usage log for the past six months and maintain this log for current substitute usage.

Terri needs to shampoo her carpet in her child indoor play areas and insure that small items are picked up from the floor. This worker observed some items that would be choking hazards to smaller children on the floor during today's visit.

Terri needs to update her emergency contact sheet for her daycare children and place a copy of this sheet in both of her transport vehicles.

Terri needs to place safety caps in two electrical outlets in her bathroom.

Terri needs to insure that she documents her monthly smoke detector checks and fire and tornado drills. Documentation for January through April 2018 was missing.

Terri needs to post Iowa Smoke Free Air Act compliant no-smoking signs in both of her transport vehicles.

Terri needs to secure her co-axial cable that is hanging above her outdoor play area out of the reach of her children. Terri needs to pick up minor trash and broken wood trim piece in her outdoor play area.

Terri needs to look at all items on her bathroom shelves for any items labeled "Keep Out of Reach of Children" and place these items in a child inaccessible area.

Terri needs to place a first aid kit in all transport vehicles with the required items and place disposable tweezers in her home first aid kit.

Terri needs to make the following addition to her Emergency Preparedness Document:
Add "will seek out DHS approval prior to re-opening her childcare operation" to her Continuity of Operations section.

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 B.B., A.O., L.D., T.D., D.J. Need update for J.T.(6), J.T.(8), L.E., C.J., K.W., D.W., S.T., N.D.

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 B.B., A.O., L.D., T.D., D.J. Need update for J.T.(6), J.T.(8), L.E., C.J., K.W., D.W., S.T., N.D.

A signed medical consent from the parent authorizing emergency treatment. Need doctor's information on form for M.P., T.P., B.H. Need for B.B., A.O., L.D., T.D., D.J. Need update for J.T.(6), J.T.(8), L.E., C.J., K.W., D.W., S.T., N.D.

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 M.P., T.P., S.S., A.S.(4), B.B.(3), A.B., D.J.

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 school-aged health status form for D.M., J.T.(6), J.T.(8), B.H., K.W., D.W., B.B.(11), Z.E., A.O., L.D., T.D.

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. Need updated physical for S.T., Z.E.

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 D.M., B.H., B.B.(11), Z.E., A.O.

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 M.P., T.P., S.S., B.H., Z.E., A.D., A.S., B.B.(3), A.B., D.J. Need signature and date on form for S.T.

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 B.H., A.S., B.B., A.O., L.D., T.D., D.J. Need update for J.T.(6), J.T.(8), L.E., C.J., K.W., D.W., S.T., N.D.

Written permission from the parent for the child to attend activities away from the child development home. Need for B.B.(11), A.O., A.G., L.D., T.D., D.J. Need update for J.T.(6), J.T.(8), L.E., C.J., K.W., D.W., S.T., N.D. Need initial for activities away from childcare home on the form for M.P., T.P., S.S., D.M.

Terri will remove all personal items from individuals from her upstairs storage area of her childcare home and store these items outside of the childcare home.

Suggestions/Recommendations:

This worker had discussions with the provider about getting up and interacting more with her children that she is watching. This worker observed the provider sitting down at the dining room table and checking her cell phone for most of today's visit. This worker also observed the provider's assistant on their cell phone for a part of today's visit. This worker also observed the provider attempting to "arm chair parent" her daycare children when they were in need of someone to actively discipline them. The provider was also observed placing many demands on their assistant today when they could have shared in these tasks and responsibilities. This worker also observed personal clothing, id and items located in the upstairs living area of the home which suggested that someone was residing in the home that was not properly background checked. This worker was going to have a conversation with policy specialists about whether these items could remain in the home or not.

Corrective Action Required:

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home either on or after 7/3/18.

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

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 563-324-3236

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).