12/12/2022

Kathleen Hill
1316 Brick ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home C conducted on 12/07/2022. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. Your home is rated a 4 on 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 110.8	Standards. Conditions in the home are safe, sanitary, and free of hazards.
441 IAC 110.8(1)	**Facility Requirements**
441 IAC 110.8(1)"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(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) "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)"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.

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:

On 12/7/22 Chad Reckling, SW II conducted a follow up visit to the childcare home. The following was observed:

Kathy needs to make the following addition to her Emergency Preparedness Plan:
Lockdown section: Add "No Children will be allowed to come and go from the childcare home until the all clear is given by the provider or law enforcement." This was completed during today's visit. This was observed to be completed.

Kathy needs to complete the background check process for her son Matthew Hill. Kathy will contact CCRR for needed forms for completing this. This individual no longer resides in the home.

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 updated parent signature and date on form for S.G., K.K., A.S., B.S., R.V., C.W. This was observed to be completed.

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 updated parent signature and date on form for S.G., K.K., A.S., B.S., R.V., C.W. This was observed to be completed.

A signed medical consent from the parent authorizing emergency treatment. Need updated parent signature and date on form for S.G., K.K., A.S., B.S., R.V., C.W. This was observed to be completed.

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. Need updated physical for E.B., J.B., S.G., C.W. Need updated school-aged health status form for B.L., C.L. This was observed to be completed.

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 update for E.B., J.B. Need signature and date on form for H.H. This was observed to be completed.

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. Need updated parent signature and date on form for S.G., K.K., A.S., B.S., R.V., C.W. This was observed to be completed.

Written permission from the parent for the child to attend activities away from the child development home. Need updated parent signature and date on form for S.G., K.K., A.S., B.S., R.V., C.W. This was observed to be completed.

Items of non-compliance still remaining after today's visit:

None

Suggestions/Recommendations:

Corrective Action Required:

No further action is required.

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) 768-8653/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).