



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

12/13/2017

Josie Tisor
1324 N 7th ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 12/13/2017. 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)"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(1)"n" Providers shall inform parents of the presence of any pet in the home.
1. Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal's routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).
 2. Each pet bird in the household shall be purchased from a dealer licensed by the Iowa department of agriculture and land stewardship and shall be examined by a veterinarian to verify that it is free of infectious diseases. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. Children shall not handle pet birds.
 3. Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.
 4. All animal waste shall be immediately removed from the children's areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.
 5. No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times

441 IAC 120.8(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 120.8(2) Use of Outdoor Space

441 IAC 120.8(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 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.

Findings:

Josie needs to unplug or turn off oil warming appliance in her living room area that is accessible to daycare children during daycare hours.

Josie needs to post 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.

Josie needs to address potential fire hazard of multiple plugs placed into one outlet or receptical on her front porch.

Josie will place child safety caps in 1 outlet in kitchen and in 1 outlet in bathroom.

This worker did not observe any smoke detectors in the home during today's visit. This worker will be conducting a follow up visit to the home within 24 hours to insure that there are working smoke detectors installed within the home. Josie will need to place a working smoke detector in the living room, kitchen, at the top of the basement stairs and at

the top of the 2nd story stairs.

Josie needs to conduct monthly tests of her smoke detectors and document them on the form provided during today's visit.

Josie will need to post Iowa Smoke Free Air Act compliant signs at her front door and rear door and have them outward facing on these entrances. Josie will also need to place a sign in her transport vehicle that can be seen from the outside of the vehicle. The department provided sample signs for this purpose during today's visit.

Josie needs to show documentation of current physicals for 2 dogs and 1 cat on the Veterinary Health Certificate form that was provided to her during today's visit.

Josie will need to keep copies of blank Injury Report forms should the need arise to complete one if a daycare child becomes injured. A sample form was given to the provider by the department for this purpose during today's visit.

Josie needs to complete the following items for her outdoor play area: cover her charcoal grill or place in garage, move fire pit from area or place in garage; remove fire barrel and animal traps from area; remove assorted construction supplies, deer stand ladder, wheel barrel, rake x2 from the area.

Josie needs to check items located in bathroom and in medicine cabinet for labels "Keep Out Of Reach of Children" and place those items in a child inaccessible area. Josie needs to place a child lock on her bathroom sink cabinet.

Josie needs to obtain first aid supplies for her transport vehicle that contain basic items as noted above in IAC 120.8(3). Josie needs to place the following in her home first aid kit: disposable tweezers and a bottle of water.

Josie needs to post 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. A sample form was given to the provider by the department for this purpose during today's visit.

Josie needs to practice fire and tornado drills with her daycare children on a monthly basis and record when this occurs. A sample form was given to the provider by the department for this purpose during today's visit.

Josie needs to complete and show documentation of her procedures as outlined in her Emergency Preparedness document. A sample form was given to the provider by the department for this purpose during today's visit. A template can be utilized for this purpose which can be downloaded from iowaccrr.org.

441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes. Sample forms were given to the provider by the department for this purpose during today's visit.

441 IAC 120.9(2) Each file contains:

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 completed for K.W., D.H., G.C., C.C., A.C.

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 completed for K.W., D.H., G.C., C.C., A.C.

A signed medical consent from the parent authorizing emergency treatment. Need completed for K.W., D.H., G.C., C.C., A.C.

An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. Need completed for K.W., D.H., G.C., C.C., A.C.

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 completed for K.W., D.H., G.C., C.C., A.C.

A list 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. Need completed for K.W., D.H., G.C., C.C., A.C.

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 completed for K.W., D.H., G.C., C.C., A.C.

Written permission from the parent for the child to attend activities away from the child development home. Need completed for K.W., D.H., G.C., C.C., A.C.

Suggestions for Improvement:

Recommendation:

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 2/2/18.

[] 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 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.

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 do not hesitate to contact me at DHS at (319) 208-5521/crekli@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

Machelle Pezley
Social Work Supervisor

12/13/2017

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 563-324-3236