03/25/2025

Sheri Schwery
703 Lincoln WAY
Woodbine, IA 51579

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 03/25/2025. 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:

441 IAC 110.8(1)	**Facility Requirements**
441 IAC 110.8(1)" c"	Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers
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:

441 IAC 110.8(1)“c” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers

** The room with the furnace and the water heater had items, paper made, straw near both the furnace and the water heater. Any item that could cause fire will need to be moved at least three feet from these appliances.

441 IAC 110.9(4) Children’s Files. **Compliance staff checked three files during the visit. One child file had the first page of the visit print off form, but no other pages. The form showed it was page 1 of 11. Compliance staff talked with the provider that it is necessary to receive all 11 pages as this initial page does not have the electronic signature of the doctor.

Also while looking at the files, one file did not have an immunization record. One other file, the child is seen in Nebraska for services, did have a print off of the immunizations, but not on the State of Iowa form.

Suggestions/Recommendations:

If you have any questions regarding this letter, please contact compliance staff.

Your CCR&R representative is Dawn Powers. Her contact number is 712-579-4590. Her email is dpowers@westcca.org

Your CNCC is Nora Evans. Her contact number is 712-828-1386 and her email is nora.evans@pottcounty-ia.gov

Corrective Action Required:

In regards to the items around your furnace and water heater area, please remove all items near your furnace and water heater. Please send a picture of this area to 712-435-0576 by April 4, 2025.

In regards to the missing paperwork for the child files, as discussed during the visit, work with your families to receive the full copy of the medical visit summary. Also let families know that they need the immunization records on the Iowa form. I will be asking about what we do for children who are seen in Nebraska.
Also, please remember that Nora Evans, your CNCC, can visit and print out and sign immunization records if any others are missing in the other files.

Addendums:

- Addendum1: The provider did send pictures of the furnace and water heater area to show that potential flammable materials had been moved. These were received April 7, 2025.

This Addendum is approved by supervisor on 6/4/2025 4:00:25 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 712-435-0576 or stacy.burris@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).