



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

05/15/2019

Dukan Diew
2905 Ashwood DR
Urbandale, IA 50322

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 05/15/2019. 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:

FINDINGS: **Identify FINDINGS in each area of non-compliance.**

441 IAC 110.6 Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.

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)“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 110.8(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 110.8(1)“r” The certificate of registration shall be displayed in a conspicuous place.

441 IAC 110.8(3) **Medications and Hazardous Materials**

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) 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 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(5) "b" No child shall be allowed to sleep in any item not designed for sleeping including, but not limited to, an infant seat, car seat, swing, or bouncy seat.

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)“ a” A physician’s examination report for the provider and all members of the provider’s household aged 18 years or older. Acceptable physical examinations shall be documented on Form 470-5152, Child Care Provider Physical Examination Report. All children residing in the household must have medical documentation outlined in 110.9(4) “d”, 110.9(4) “f”, and 110.9(4) “g”

441 IAC 110.9(1)“ b” (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:

- minimum health and safety training, approved by the Department, in required content areas
- Iowa’s Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years’ training requirements, not including first-aid and mandatory reporter training

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.

441 IAC 110.14

SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.14(1) " f" If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old, unless extra children are present as a result of an emergency school closing.

441 IAC 110.14(3)

Facility requirements

441 IAC 110.14(3) " c" The home shall have a minimum of two direct exits to the outside from the main floor.

- 1. If the second level or the basement of the home is used for the provision of child care, other than the use of a restroom, each additional child-occupied floor shall have at least one direct exit to the outside in addition to one inside stairway.
- 2. All exits shall terminate at grade level with permanent steps.
- 3. A basement window may be used as an exit if the window can be opened from the inside without the use of tools and it provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. The bottom of the opening shall be not more than 44 inches above the floor, with permanent steps inside leading up to the window
- 4. Occupancy above the second floor shall not be permitted for child care.

Findings:

Per the compliance visit completed on 5/15/19, the following corrections are necessary based on the above mentioned rules:

1. You were not over capacity at the time of our visit, however, I did note a few days in April 2019 that your submitted billing indicated overcapacity. 9 children were billed to be in care for 3 1/2 hours. You do not have any approved substitutes/assistants currently. If you exceed 12 children in care for longer than 2 hours you must have an approved assistant/substitute present with you. You have a household member who appears to meet the assistant requirements and you reported this individual has taken mandatory child abuse reporting. Please be sure to contact Registration and request this individual be added as an assistant. You may call 1-866-448-4605.
2. At the time of our visit, there was a piano blocking the back door exit to your home. While you were able to move it, it took additional time, which could impact children safely and quickly exiting the home in the event of an emergency. Please be sure you keep each primary and secondary entrance/exit to the home clear and accessible at all times. You reported one of the daycare children has been able to unlock doors and tried to exit the home. You reported plans to install a lock at the top of the door so the exit is still clear but the child cannot unlock the door unsupervised. There is an additional exit into your garage if needed for emergencies.
3. Please update your emergency contact information to include all children in care. Make a copy of this document and keep it in any vehicle used to transport daycare children in the event of an emergency.
4. You had a fire extinguisher, however, it was too small to meet requirements. Please obtain an extinguisher that is a classification 2A 10BC or larger. The classification can be located on the box or in fine print on the extinguisher itself. Please be sure the pressure gage's yellow arrow is in the green section at all times. If the arrow deviates to the red section the pressure has gone bad and the extinguisher will no longer work. It will need to be refilled or replaced if the pressure goes bad.
5. You reported you have been testing smoke detectors and practicing monthly fire/torando drills. You believe you have documentation on this as required but were not able to find the form at the time of our visit. I provided you with a new form in the event you need it.
6. You reported you need to redo emergency maps and post them by your primary/secondary entrances as the children have destroyed the previous maps. I provided you with a template to complete this requirement. I recommend accessing Child Care Resource & Referral (CCR&R), as indicated below, for assistance. I also suggest laminating the documents so they do not get ruined in the future.
7. You recently acquired a cat. I provided you with the required Pet Health form, which must be completed and signed by a vet annually.
8. Please post your registration certificate in a visible location so people entering the home can easily see you are registered. You may frame this document and hang it if you prefer.
9. Please add a first aid kit to any vehicle used to transport. The kit must include one bottle of bottled water, band-aids, tweezers, and plastic gloves. The kit should remain in the vehicle and not be transferred to and from the house as it could be forgotten and supplies would not be available when needed.
10. Please locate or redo your emergency preparedness plan. This plan addresses, in writing, evacuation, shelter in place, and lock down procedures. I have included a template in this mailing if needed. I also recommend accessing CCR&R to assist with the completion of this requirement.
11. No infants were sleeping at the time of our visit, however, you reported you have been using a bouncy seat for a 5 month old infant to sleep in while in care. We discussed all of the hazards associated with sleeping in unapproved items as well as all other safe sleeping rules. You do have a pack and play, however, it is currently used to store items and appears in poor condition. You indicated you do have a crib upstairs that was used for one of your own children which you could put downstairs and use. I also suggest reaching out to CCR&R as they often have crib resources for Registered providers. You must discontinue the use of the bouncy seat immediately. Please address this concern immediately. An appropriate crib or pack and play should be available no later than 5/22/19. In the mean time, a blanket on the floor is a safer option. A recheck will be required anytime on or after 5/22/19 regarding this correction. Additionally, it was reviewed that no teething necklaces should be used at anytime; pacifier attachments, bibs, hair bands, etc should not be used by children sleeping; a document has been included in this mailing for your reference. I provided a safe sleeping document at the time of our visit which you can use to review with daycare parents about registered requirements.
12. You had immunization records for yourself and all household members. You as well as any household member 12 and older must have a current physical on the required Child Care Provider Health Examination Report form. This

form must be updated every 3 years. I provided a copy of this form at the time of our visit and have mailed additional copies in this mailing for your convenience. All household members under the age of 12 need a physical on file in addition to the immunization record. You can request a discharge summary from the most recent appointment and this would be sufficient.

13. You were unable to locate your certificate verifying Mandatory Child Abuse Reporter training. Please make sure to locate this certificate and keep a copy in your records that is easily accessible. CCR&R may be able to assist you in locating this certificate.

14. 2 of 10 daycare children's files need an immunization record. All 10 children in care need a current physical on file. Physicals are required in addition to immunization records; immunization records do not count as physicals. Parents must provide the required paperwork within 60 days of your request. Any child that does not have the required documentation after 60 days may not return to care until the documents are received.

15. You indicated you have been using your basement area for daycare children to play in. You do not have an approved egress window or permanent steps that meets the requirements to use your basement for childcare purposes as a Category B registered provider. You indicated that you will discontinue the use of the basement for childcare immediately and move all play items and toys upstairs. We discussed you do have the option of moving to a Category A if you would like to use your basement without the proper egress exit requirements, which may require an adjustment in the number of children you care for. You indicated remaining a Category B and discontinuing the use of your basement is your current choice.

Suggestions for Improvement:

Child Care Resource & Referral (CCR&R)
Consultant: TRACI HONOLD 515-246-3559

Please do not hesitate to access the free and voluntary consulting services offered by CCR&R to assist with any compliance needs or questions.

Recommendation:

Safe sleep corrections must be made immediately. A recheck is planned on OR after 5/22/19. All other corrections must be completed by 7/8/19. A recheck is planned and may occur anytime on or after 7/8/19 for the remaining items of correction.

[] 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 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.

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 515-219-0189/ mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

Jone Staley

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).