09/19/2023

Carolyn Harper
701 Anderson ST
Manchester, IA 52057

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 09/19/2023. 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)"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 110.9 Files

441 IAC 110.9(1) **A provider file is maintained and shall contain the following:**

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

Findings:

441 IAC 110.8(1)h. Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child occupied room and at the top of every stairway.
441 IAC 110.8(1)i. Nonsmoking signs are posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone number for reporting complaints, and www.iowasmokefreeair.gov.
441 IAC 110.9(1)b(1) Provider training. Approved Health and Safety training obtained prior to registration.

Suggestions/Recommendations:

Carolyn needs a smoke detector installed at the top of her stairway.
Carolyn needs to make sure all entrances of the home have a nonsmoking sign. Additional signs were left with Carolyn.
Carolyn could not locate her Essentials certificates. This worker will send and Carolyn will place in her file.

Corrective Action Required:

A follow up visit will not be required. Carolyn needs to send verification of the above items to Kathy by 11/6/2023. Items can be emailed to khuinke@dhs.state.ia.us or texted to 563-949-6971.

I encourage you to work with Child Care Resource and Referral for ongoing child care needs.
Lisa Wood
Child Care Consultant
Child Care Resource & Referral of Northeast Iowa
Exceptional Persons, Inc.
Lisa.wood@episervice.org
p (319) 334-5900
1009 1st Street | Independence, IA 50644 | www.iowaccrr.org

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 563-949-6971 or khuinke@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Kathy Huinker

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).