02/07/2023

Burds Nest LLC
3113 Kaufmann AVE
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 02/06/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. Your home is rated a 1 on the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

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|---|---|
| **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)"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)"n" | Providers shall inform parents of the presence of any pet in the home.<br>**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).<br>**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.<br>**3.** Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.<br>**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.<br>**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(4)** **Emergency Plans**

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 110.9 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:

On February 6, 2023, Tammi Herbst completed a compliance check at the Burd's Nest Child Care home. The following was found in non-compliance.

441 IAC 110.8 Conditions of the home shall be safe, sanitary, and free from hazards.

441 IAC 110.8(1) h  Smoke Detectors
Catrina needs to test smoke detectors monthly  and document the date and time of each test. Two years worth of records need to be maintained in the file.

441 IAC 110.8(1) n  Pets
Catrina needs to obtain a yearly physical for her dog, Daisey. This needs to be put on form 470-5153 Pet Health Examination Veterinary Health Certificate and signed off by a veterinarian.

441 IAC 110.8(4) a  Fire and Tornado Drills
Catrina needs to practice fire and tornado drills monthly. These need to be documented with the date and time of the test. Two years worth  of records need to be maintained in the file.

441 IAC 110.9(4) c, d, e  Child Files
C- Emergency Medical Treatment Authorization / Consent
This is needed for MW

D - Admission Physical
This is needed for BS

E- Annual Statement of Health / physical signed by a physician
This is needed for JB

Suggestions/Recommendations:

Catrina has a really nice set up for her child care home. She has a lot of activities for the children to do and was attentive and interacting with them during the visit.

Catrina can contact Kelsey Hill to attend an upcoming medication administration training. Kelsey can be reached at 563 -207-1548.

Catrina was provided some blank forms for future use, on today's date.

Corrective Action Required:

An in person follow up is not needed; however, photo documentation of completed items will need to be emailed to this worker at therbst@dhs.state.ia.us or via text at 563-590-1536. These Items should be sent no later then March 29, 2023. If Catrina is needing more time to complete the items, she will need to contact this worker.

If Catrina would like an in-person follow up, she can contact this worker to make this request.

Catrina should continue to utilize the support and resources of CCRR, Cherie Kennedy, at 563-557-1628.

Catrina should continue to utilize the support and resources of CCNC, Kelsey Hill at 563-207-1548.

Catrina should continue to utilize the support of the Food Program, Robin Klima, at 563-590-5435.

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 therbst@dhs.state.ia.us or 563-590-1536 if you have any questions regarding this letter.

Sincerely,

Tammi Herbst

**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 563-557-1628

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).