01/27/2025

Schnique Rembert
204 E 8th ST
Waterloo, IA 50703

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 01/27/2025. 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:

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| **441 IAC 110.8(1)** | **Facility Requirements** |
| 441 IAC 110.8(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 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 110.8(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)"q" | The provider shall have written policy and procedures for responding to health-related emergencies |
| **441 IAC 110.8(3)** | **Medications and Hazardous Materials** |
| 441 IAC 110.8(3)"a" | All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child |
| **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 110.9 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(2) An individual file is maintained for each staff assistant and contains:

1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.

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:

An annual compliance check was completed on 1/27/25 and the following was out of compliance:

441 IAC 110.8(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.

Initially Schnique could not locate this documentation. She did eventually locate it but it was not posted or easily accessible. Schnique did post it while this worker was present.

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.

Schnique did have several items against her furnace and hot water heater. She did move them while this worker was present.

441 IAC 110.8(1)“h” 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.
Schnique could not locate documentation of her monthly testing of smoke detectors. This worker did provide her a form for documentation purposes.

441 IAC 110.8(1)“q” The provider shall have written policy and procedures for responding to health-related emergencies
Schnique could not locate this policy.

441 IAC 110.8(3)“a”All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child.
Schnique did have some chemicals/cleaners in the bathroom where children could access them. She did move these while this worker was present.

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.
Schnique did not have these emergency plans at her primary or secondary exit. This worker did provide her a form/diagram to use for future documentation.

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.
Schnique could not locate this documentation. This worker did provide her a form to use for future documentation.

441 IAC 110.8(4) “b” The provider must have procedures in place for the following:
evacuation to safely leave the facility
relocation to a common, safe location after the evacuation
shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
lock down protocol to protect children and providers from an external situation
communication plan and plans for reunification with families
continuity of operations plans
Procedures to address the needs of individual children, including those with functional or access needs.
Schnique could not locate her Emergency Preparedness Plan.

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”
Schnique could not locate the appropriate physicals for any of the 3 household members.

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
Schnique could not locate her certificate of Mandatory Child Abuse Reporter Training.

441 IAC 110.9(2) An individual file is maintained for each staff assistant and contains:
A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
Schnique did not have this for her daughter/assistant.

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:
An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician
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.
The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.
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.
The examination report or statement of health status shall be on file before the child's first day of care
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.
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.
Schnique only has 2 children currently enrolled, and she did not have a physical exam for either of them.

Suggestions/Recommendations:

A re-check is not needed at this time. Corrections need to be made by 2/17/25 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items where specifically noted below.

I encourage you to work with Black Hawk County Child Care Resource and Referral at 319 233-0804 if you have any ongoing compliance or training needs.

Thank you for your service in providing childcare in your community.

Corrective Action Required:

Schnique needs to ensure that 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, a responsible person who can be reached when the parent cannot, and 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. (She did locate this documentation and post it while this worker was present.)

Schnique needs to ensure that all combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers. (She did move items while this worker was present.

Schnique needs to ensure that she tests her smoke alarms monthly and documents those accordingly.

Schnique needs to locate or develop a written policy and procedures for responding to health-related emergencies. She needs to send pictorial verification to this worker.

Schnique needs to ensure that all medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child at all times. (She did move items while this worker was present.).

Schnique needs to develop her emergency plans for fire and tornado and post them at her primary and secondary exit. She needs to send pictorial verification to this worker.

Schnique needs to practice fire and or tornado drills monthly and document accordingly.

Schnique needs to locate her Emergency Preparedness Plan and send pictorial verification to this worker. If she cannot locate it she needs to develop a new one and send pictorial verification to this worker.

Schnique needs to locate or obtain current physical exams for all 3 of the household members. This includes herself, her husband and her daughter who is a household member and an approved assistant. They need to be on the approved HHS form.

Schnique needs to locate (or update) her certificate of Mandatory Child Abuse Reporter Training and send pictorial verification to this worker..

Schnique needs to work with the parents to obtain any missing documentation from the children's files (2 initial physical exams)

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 319-429-0749 or christy.weber@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Christine Weber

**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).