06/05/2019

Kathleen Winfrey
759 Caledonia PL
Dubuque, IA 52001

Dear Child Care Provider:

This letter is in regards to the follow up at your child care home conducted on 06/05/2019. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 120, describes specific requirements that must be met by a child care home that has a child care assistance provider agreement. The following areas were out of compliance at the time of the visit:

441 IAC 120.9 **Children's Files**

441 IAC 120.9(2) 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
e. For children under the age of six, 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 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 physician statement.
f. Documentation signed by the parent which 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.
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. Written permission from the parent for the child to attend activities away from the child development home.**j.** 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:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 6/5/19 checking the following regulations:

441 IAC 120.8(1)“a” Kathleen needs to complete an emergency numbers form . The form must contain emergency numbers for each child's parent, emergency contact and physician. Viewed a completed emergency numbers form.
441 IAC 120.8(1)“i” Kathleen needs to post a no smoking sign by the back door. Viewed a no smoking sign by the back door.
441 IAC 120.8(4) Kathleen needs to post emergency plans by the back door. Emergency plans must clearly map evacuation routes. Viewed emergency plans posted by the back door. Evacuation routes have been mapped.
441 IAC 120.8(4) “b” Kathleen needs a written Emergency Preparedness Plan. Viewed a written Emergency Preparedness Plan.
441 IAC 120.9(2) Children Files
Kathleen needs an updated intake/enrollment form for DM, JL. Viewed an updated intake/enrollment form for DM, JL.
Kathleen needs an updated emergency medical treatment authorization form for DM, JL. Viewed an updated emergency medical treatment authorization form for DM, JL.
Kathleen needs an updated physical for DM. Viewed an updated physical for DM.
Kathleen needs an updated school age parent statement for JL. Viewed an updated school age parent statement for JL.
Kathleen needs an updated pick up list for DM, JL. Viewed an updated pick up list for DM, JL.
Kathleen needs an updated immunization record for DM.
Kathleen needs a signed and dated immunization record for MR. Viewed a signed and dated immunization record for MR.
Kathleen needs an updated travel/activity form for DM, JL. Viewed an updated travel/activity form for DM, JL.
441 IAC 120.10(1) Kathleen needs to locate a copy of her Essentials Health and Safety Training certificates or she needs to re-take the course. Viewed a copy of the Essentials Health and Safety Training certificates for Kathleen.
441 IAC 120.10(2) Kathleen needs to locate a copy of her Mandatory Reporter Training certificate of she needs to re-take the course. Viewed a copy of the Mandatory Reporter Training certificate for Kathleen.
441 IAC 120.10(3) Kathleen needs to locate her CPR and First Aid certification or she needs to re-take each course. Viewed CPR and First Aid certification for Kathleen.

Items of non-compliance after the follow up visit:

441 IAC 120.9(2) Children Files
Kathleen needs an updated immunization record for DM.

Suggestions/Recommendations:

Corrective Action Required:

Kathleen needs to send non-compliance paperwork to Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 6/19/19.

Non-compliance with any of the mandated requirements listed above may lead to the cancellation of your Child Care Assistance Provider Agreement. 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 563-690-5422 or gcurrie@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Glenda Currier
Social Worker II

Machelle Pezley
Social Work Supervisor 06/05/2019

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