10/12/2018

Sara Weltha
4120 65TH ST
Urbandale , IA 50322

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 10/11/2018. 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)“ 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 110.9 Files

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

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(3) An individual file is maintained for each substitute and contains:

1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) “a” 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.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

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:

Per the compliance visit completed on 10/11/18, the following corrections are necessary based on the above mentioned rules:

1. Please be sure to obtain a current Pet Health statement on the required state form, provided at the time of our visit. This form must be updated annually and kept in an easily accessible file.

2. Ashley Melendrez is currently listed as a substitute/assistant. Ms. Melendrez has a current physical but is still needing to verify or complete the following required trainings: Mandatory Child Abuse Reporting, Infant/Child CPR-First Aid, and Health and Safety Essentials. Please keep these training certificates in an easily accessible file for verification purposes. Ms. Melendez may assist you but should not serve in a substitute role where she is the sole caretaker of the daycare children until she has completed the required trainings.

3. In reviewing daycare children's files, please observe the above mentioned required contents including: emergency/contact information, a parent/guardian signed emergency medical treatment authorization form, current physical, and current immunization records. I did provide you with a packet of forms to assist with paperwork at the time of our visit. There were 3 children who have started care in the last 30 days, you indicated you do not currently have files but are working to obtain the required information. I do find it helpful to obtain all the paperwork up front from parents as best you can before the child starts, however there are exceptions for extenuating circumstances.

Suggestions/Recommendations:

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

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

ADDITIONAL INFORMATION:
You were not over capacity at the time of our visit, however, in reviewing your schedule and all children in care, there are times when you are over by 1 pre-school/infant age child. One of the children in care is also a household member who happens to be pre-school infant age, this child counts in your numbers. You reported you were not aware of this requirement and expressed this issue occurs approximately 6 times as a child is in part time care. You reported doing your best to make sure the household members parents are home to care for their child when this happens. Unfortunately, this does not alleviate the issue of over numbers. You do have some options to resolve the issue. 1) You may request an exception to policy, which must be submitted in writing. You can detail how you address safety and time sensitivity. 2) While you may not be eligible at this time, you may also apply to be a Category B provider in March 2019 when you have acquired the required experience. This would allow you to care for a part time child and not be over numbers. 3) You may opt to let a child go from your care to again be in compliance with number requirements.

CATEGORY B INFORMATION
In the event you determine you would like to apply for a Category B, I have listed the rules and requirements directly below, which address capacity, part time care, and facility requirements. Please be advised as a Category B, the basement area would not be able to be used for child care purposes (outside of an emergency) because there is not an

egress window that meets the requirements nor are there permanent steps. (please see the below regulations for the specific measurements and requirements for egress windows and permanent steps). As a Category A you may continue to use your basement for childcare.

441 IAC 110.14 SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.14(1) “a” No more than six children not attending kindergarten or a higher grade level shall be present at any one time

441 IAC 110.14(1)“b” Of these six children, not more than four children who are 24 months of age or younger shall be present at any one time. Of these four children, no more than three may be 18 months of age or younger.

441 IAC 110.14(1)“c” In addition to the six children not in school, no more than four children who attend school may be present

441 IAC 110.14(1)“d” In addition to these ten children, no more than two children who are receiving care on a part-time basis may be present.

441 IAC 110.14(1)“e” No more than 12 children shall be present at any one time when an emergency school closing is in effect.

44 1 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

441 IAC 110.14(3) Facility requirements

441 IAC 110.14(3)“a” The home shall have a minimum of 35 square feet of child-use floor space for each child in care indoors, and a minimum of 50 square feet per child in care outdoors

441 IAC 110.14(3)“b” The home shall have a separate quiet area for sick children.

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

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.

All exits shall terminate at grade level with permanent steps.

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
Occupancy above the second floor shall not be permitted for child care.

Corrective Action Required:

All corrections must be completed by 12/3/18. No recheck is planned at this time. All corrections will be verified at the time of the next annual compliance visit.

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 515-993-1742/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).