01/19/2024

Cynthia Hey
1717 6th AVE
Grinnell, IA 50112

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 01/18/2024. 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:

| **FINDINGS:** | **Identify FINDINGS in each area of non-compliance.** |
|---|---|
| 441 IAC 110.6 | Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate. |
| 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:<br>**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.<br>**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.<br>**c.** A signed medical consent from the parent authorizing emergency treatment.<br>**d.** An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician<br>**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.<br>**2.** The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.<br>**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.<br>**4.** The examination report or statement of health status shall be on file before the child's first day of care<br>**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.

**441 IAC 110.15** **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"**

441 IAC 110.15(1)“ a” No more than 14 children not attending kindergarten or a higher grade level shall be present at any one time

Findings:

1. 110.6 and 110.15(1) The provider was caring for 16 children, pre-school age or younger.

2. 110.9(4)e Children's files:
-Some of the provider's files are missing current physicals.

Suggestions/Recommendations:

A re-check is not needed at this time, corrections need to be made by 2/1/2024 and will be reviewed at the next annual compliance check.

I encourage you to work with Brenda O’Halloran from Child Care Resource and Referral with any ongoing compliance or training needs.

Brenda can be reached at: 641-820-1923.

Corrective Action Required:

1. The provider needs to stay within ratio for a Category C2 home. When both providers are present, not more than 14 preschool children are present at any one time, including infants.

2. The provider needs to update children's files to assure that all information is current.

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 319-800-4702 or hbailey@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Holly Bailey

**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).