06/09/2023

First Step Daycare
1635 13th AVE SE
Cedar Rapids, IA 52401

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 06/08/2023. 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 4 on 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)"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 110.9 Files

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

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

Findings:

This worker arrived at the home on 6/8/23 around 10:15am to find no child care children present. Janese shared that she lost several children during spring break and currently only has one child enrolled but is seeking to fill other spots. Janese reported that the child will be coming later this afternoon. We did discuss numbers allowed under her category C and she was in compliance with her numbers and age ranges for category C.

A complete tour of the home was done and the following was noted:
-Janese did have some numbers for parents, a person to reach when the parent cannot be reached and the child's physician written on paper and posted and accessible but it was not an updated list with the current child in her care.
- Janese also needs that information in her vehicle she uses to transport children.

The outdoor area was observed with no hazards noted.

A full review of records noted the following:
Janese could not locate verification of her current two hours of approved child abuse and neglect mandatory reporter training.

This worker reviewed the one file for the child who is enrolled and Janese had all the appropriate documentation. Her files were nicely organized.

Suggestions/Recommendations:

-Janese needs to update the written list of numbers for parents, a person to reach when the parent cannot be reached and the child's physician and it needs to be written on paper and accessible. (She did send pictorial documentation later that same day)
- Janese also needs that same information in her vehicle she uses to transport children.

The outdoor area was observed with no hazards noted.

A full review of records noted the following:
Janese needs to locate verification of her current two hours of approved child abuse and neglect mandatory reporter training. (She has since sent pictorial documentation)

You may contact your local CCR&R for further assistance if needed.

Corrective Action Required:

Janese agreed to send pictorial documentation of the missing items noted above. Please email pictorial documentation of compliance to me at cweber@dhs.state.ia.us or text me at 319-429-0749. Please send all necessary compliance documentation within 2 weeks of the receipt of this letter.

It should be noted that Janese already sent the pictorial documentation of the missing items by 6/9/23 so everything is current in compliance. You do not need to send anything else.

Thank you for the service you provide to the children in your community.

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 cweber@dhs.state.ia.us 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).