

10/23/2017

Keri Hartman
1201 Dehner ST
Burlington, IA 52601

Dear Child Care Provider:

This letter is in regards to the follow up at your Registered Child Development Home B conducted on 10/20/2017. 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 110.9 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”

Findings:

Lisa Hilsenbeck, Child Care Compliance Auditor, completed a follow up visit on 10/20/17 checking the following regulations:

441 IAC 110.8 Keri will unplug her hair dryer that is in the sink in the upstairs bathroom. Viewed upstairs bathroom. Hair dryer has been unplugged.

441 IAC 110.8(1)"n" Keri will show documentation of a current physical for Damien and Rolo on the Veterinary Health Certificate form. Viewed current physical for Damien and Rolo on the Veterinary Health Certificate form.

441 IAC 110.8(3)"b" Keri will have a bottle of water accessible for her first aid supplies. Viewed first aid kit. A bottle of water has been added.

441 IAC 110.8(3)"a" Keri will place a child lock on her medicine cabinet in the main floor bathroom. Viewed medicine cabinet in the bathroom. Unsafe items have been moved to a higher shelf that is inaccessible to children.

441 IAC 110.8(4) "b" Keri will show documentation of a completed Emergency Preparedness Document. Viewed complete Emergency Preparedness Document.

441 IAC 110.8(5) Keri needs to obtain a tight fitted crib sheet (x2) for her Pack-N-Plays. Viewed tight fitted sheet for Pack-N-Play.

441 IAC 110.9(1)"a" Keri needs to show documentation of a current physical for Alex, Danielle, Keri, Bruce and Max on the Child Care

Provider Physical Examination Report form. Viewed current physical for Alex, Keri, Bruce and max on the Child Care Provider Physical Examination Report form.

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:

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. Keri needs a complete updated parent signature and date on the form for D.F., A.E. Viewed update for D.F, A.E.

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. Keri needs a complete updated parent signature and date on the form for D.F., A.E. Viewed update for D.F, A.E.

A signed medical consent from the parent authorizing emergency treatment. Keri needs a complete updated parent signature and date on the form for D.F., A.E. Viewed update for D.F, A.E.

A list 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. Keri needs a complete updated parent signature and date on the form for D.F., A.E. Viewed update for D.F, A.E.

Written permission from the parent for the child to attend activities away from the child development home. Keri needs a complete updated parent signature and date on the form for D.F., A.E. Viewed update for D.F, A.E.

Items of non-compliance after follow up visit:

441 IAC 110.9(1)"a" Keri needs to show documentation of a current physical for Danielle on the Child Care Provider Physical Examination Report form.

Suggestions/Recommendations:**Corrective Action Required:**

Keri needs to send non-compliance paperwork to Chad Reckling (creckli@dhs.state.ia.us) or Lisa Hilsenbeck (lhilsen@dhs.state.ia.us) by 11/3/17.

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 319-208-5521 or creckli@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Chad Reckling

Social Worker II

Machelle Pezley

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 563-324-3236

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).