04/28/2025

Jessica's Daycare
715 E Benton ST
Winterset, IA 50273

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 04/24/2025. 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 110.7	**Provider Requirements**
441 IAC 110.8	Standards. Conditions in the home are safe, sanitary, and free of hazards.
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 110.8(1)"h"	The home shall have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. Each smoke detector shall be installed according to manufacturer's recommendations. The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
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 110.8(3) **Medications and Hazardous Materials**

441 IAC 110.8(3)"a" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

441 IAC 110.8(4) **Emergency Plans**

441 IAC 110.8(4) "a" Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

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"

441 IAC 110.9(1)"b"(2) Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care.

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:

441 IAC 110.8 Standards. Conditions in the home are safe, sanitary, and free of hazards.

**The litter boxes for the two cats are still in the living room area. The provider had previously reported that once the basement was back together, they would be returned to the basement.

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 provider did have a listing of phone numbers on the refrigerator upstairs and with files in the basement, but both listings are in need to be updated with new children and family information.

441 IAC 110.8(1)“h” The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
441 IAC 110.8(4) “a” Fire and tornado drills shall be practiced monthly and the provider shall keep documentation evidencing compliance with monthly practice on file for the current year and the previous year.

**The provider has not documented any safety drills or smoke detector checks since March 2024.

441 IAC 110.8(1)“n” Providers shall inform parents of the presence of any pet in the home.
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

**The home has two cats. The cats have not had any documented veterinary visits since 2021.

441 IAC 110.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

**The kitchen sink cupboard is in need of new hooks or locking element on the knobs.

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 .

**The provider's significant other does not have a physical on file. The adult son of the provider does not have a physical on file.

441 IAC 110.9(1)“b”(2) Documentation from the department confirming the record checks required under 441 IAC 110.11(3) have been completed and authorizing or conditionally limiting the person’s involvement with child care.

**The provider's son returned to the home in 2024. The provider has not completed a change application with registration to add him back to her household.

441 IAC 110.9(4) Children’s Files.

**The provider has two new children in care that do not have any identifying information of the children on file. Compliance looked at 3 files of children in care. The files are in need of updates with physicals and possibly immunization records.

Suggestions/Recommendations:

If you have any questions regarding this letter, please contact compliance staff.

Your CCR&R representative is Kelly Phelps. Her contact number is 515-802-7292. Her email is kphelps@orchardplace.org

Your CNCC is Kelsey Marmon. Her contact number is 515-537-8783. Her email is kelseym@warrencountyia.org

Corrective Action Required:

In regards to the sanitary concern for the pet litter boxes in the corner of the living room, these should be returned to the basement immediately as was previously discussed at the August 2024 visit. Where you previously had the boxes behind furniture, they are no longer behind furniture and need to be moved.

In regards to the need for updated child emergency contacts for both floors of your home, you will need to get this completed by May 30, 2025. Please send photo verification to 712-435-0576.

In regards to the lack of documentation of any completed smoke detector checks or fire and tornado drill practice, you have continued to be non-compliant in this measure since March 2024. You need to start documenting these efforts starting with April 2025. Continued non-compliance will lead to a revocation of your registration.

In regards to the lack of updated pet forms, you have continued to be non-compliant in this measure since March 2024. The two cats will need to be seen and have State documented forms completed and sent to compliance staff via photos by June 24, 2025. Continued non-compliance will lead to a revocation of your registration. The importance of the annual veterinary visit is to ensure that your cats do not have any conditions that could lead to an outbreak to the children who are in your care. Parasite contamination is one of the concerns of pets in childcare. Parasites can cause many health issues to children if spread.

In regards to the kitchen sink area, you will need to install new hooks or find a locking clip to go around the knobs. This is the area that houses your cleaning supplies and at this time is non-compliant in the event that a child would go into this area and open the doors. The child would have access to poisonous materials.
Photo documentation of this change need to be received by May 30, 2025.

In regards to the lack of a physical for two other adults in your home, your significant other has continuously been in the home since March 2024 and compliance staff has not seen a physical for this individual. In regards to your son, who returned to your home, he is also in need of an updated physical. These should be completed by June 14, 2025 and placed in the household file.

In regards to the additional unauthorized person living in the home, compliance staff did look at the system after visiting your home. There was no updated application sent to registration after the August 2024 visit to your home. In August during conversation, it was identified that your son had been in the home over the summer. We discussed the need to complete a change application to have him added to the household since he was back and forth between college and the home. At the visit on April 24th, you reported to compliance staff that he was approved to be in the home. But that is not accurate as you had not completed the household change. Compliance staff understands that registration has been in contact with you to get your son approved to be in the household. You will need to comply with the needs of registration.

In regards to the child files, please work with all families to receive the necessary paperwork needed for child files. You had two newer children that you reported you did not have files on since they just started. A reminder that you should have all necessary information before a child starts in your care. In regards to other checked files, please request a completed physical that is from the past 12 months. Or work with families that have upcoming physical visits to have the physical form filled out or receive a copy of the visit summary. In regards to immunization records, please check with families to ensure that you have the most recent immunization record. If needed, you can reach out to Kelsey Marmon for help. She can visit your home and print out all immunization records for children in your care.

You need to be vigilant to the requested items and the due dates of each identified item. There are some differences. In the event that there is little to no progress on the above items, compliance staff has no other option but to request for a revocation.

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 712-435-0576 or stacy.burris@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).