Name of Center

HACAP Head Start-Orchard Hill

Provider ID

24998

Street Address

2175 Lexington Blvd Bldg 1

City

Washington

State

IA

Zip Code

52353

Date

06/04/2026

**Administration**

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 237A.7 | Information regarding a child in a child care center or their relative is confidential. If this information is released by visual, verbal or written means, written consent from the parent or guardian is in the file or a court order allowing the release of the information. | ☑ | ☐ | ☐ |
| 109.4(1) | Written statement of purpose and objectives. Plan and practices consistent with the written statement. | ☑ | ☐ | ☐ |
| | **Required Written Policies** | | | |
| 109.4(1) | Written policies on:<br>• Enrollment and discharge.<br>• Field trips and non-center activities.<br>• Discipline/Behavior/Biting.<br>• Nutrition.<br>• Health and safety policies.<br>• Transportation if applicable.<br>• Assurance people do not have unauthorized access to children at the center.<br>• Protecting children's confidentiality. | ☑ | ☐ | ☐ |
| 109.4(1)b | Curriculum or program structure developmentally appropriate and activities designed to the developmental level/needs of children served. | ☑ | ☐ | ☐ |
| 109.4(1)c | Written plan developed for staff orientation regarding center's policies and licensing regulations. Orientation is in accordance with center's staff orientation plan. | ☑ | ☐ | ☐ |
| 109.4(1)d | Copy of the center policies and program to all staff at the time of employment and each parent at the time a child is admitted to the center. | ☑ | ☐ | ☐ |
| 109.4(1)h | Develop and implement procedures for medical and dental emergencies. | ☑ | ☐ | ☐ |
| | **Required Postings** | | | |
| 109.4(2) | | ☑ | ☐ | ☐ |

**Parental Participation**

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.5 | Written policy notifying parents of unlimited access provisions. | ☑ | ☐ | ☐ |

**Personnel**

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Center Director** | | | |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.6(1) | Centers with multiple sites have a qualified director or on-site supervisor at all sites.<br><br>Information on the director's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.<br><br>Center director meets qualifications or is "qualifiable" with a plan established to meet qualifications. | ☑ | ☐ | ☐ |
| | **On-Site Supervisor** | | | |
| 109.6(2) | Director or on-site supervisor on-site during the hours of operation or a minimum of six hours of center's hours of operation.<br><br>Information on on-site supervisor's qualifications is submitted to the consultant prior to employment and is sufficient to make a determination.<br><br>On-site supervisor meets qualifications or is "qualifiable" with a plan established to meet qualifications.<br><br>Another responsible adult is clearly designated as the interim on-site supervisor if the on-site supervisor is temporarily absent from the center. | ☑ | ☐ | ☐ |
| | **Volunteers** | | | |
| 109.6(3)a | All volunteers shall be at least 16 years of age and shall:<br><br>1. Have signed statements indicating no conviction of any law in any state or record of founded child or dependent adult abuse.<br>2. Signed statements indicating no communicable disease or other health concerns that poses a threat to children. | ☑ | ☐ | ☐ |
| 109.6(3)b | Signed statement indicating they have been informed of responsibilities as mandatory reporters. | ☑ | ☐ | ☐ |
| 109.6(3)c | Volunteer must undergo record check process if:<br><br>1. It is included in meeting the required child/staff ratio.<br>2. Has direct responsibility for a child or children.<br>3. Has access to child or children when no other staff is present. | ☑ | ☐ | ☐ |
| | **Record Checks** | | | |
| 109.6(4)c | Center repeats Iowa record checks at a minimum of every two years or when aware of additional child abuse or criminal history that occurs. | ☑ | ☐ | ☐ |
| 109.6(4)d | Center repeats national criminal history checks at a minimum of every four years or when aware of additional history that occurs. | ☑ | ☐ | ☐ |
| 109.6(4)e | No one owns, directs or works in the center who has been prohibited from involvement with child care. | ☑ | ☐ | ☐ |
| 109.6(5) | **Use of controlled substances and medications:** All owners, personnel, and volunteers shall be free of the use of illegal drugs and shall not be under the influence of alcohol or of any prescription or nonprescription drug that could impair their ability to function. | ☑ | ☐ | ☐ |

## Professional Growth And Development

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.7(1) | **All staff (within first three months of employment):**<br>• Iowa's training for the mandatory reporting of child abuse.<br>• At least one hour of training regarding universal precautions.<br>• Certification in First Aid infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.<br>• Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, American Safety and Health Institute, or MEDIC First Aid or an equivalent certification approved by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.<br>• Minimum health and safety trainings, (Essentials) approved by the Department. If significant changes occur to content, the Department may require the training be renewed. | ☑ | ☐ | ☐ |
| 109.7(2) | Center directors and all staff have the required contact hours of training. | ☑ | ☐ | ☐ |
| 109.7(6) | The director, on-site supervisor, and any person designated a lead in the absence of supervisory staff shall have all completed pre-service orientation training outlined in 109.7 (1). | ☑ | ☐ | ☐ |

## Staff Ratio Requirements

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Minimum Staff Requirements** | | | |
| 109.8(1)a | **All staff in ratio:**<br>• At least sixteen years of age.<br>• Those staff persons who are under the age of 18 shall:<br>i. Not be the sole provider on the premises<br>ii. Not provide transportation to children in care<br>iii. If staff person under the age of 18 are providing care without an adult, they shall only provide care to school-aged children<br>iv. May be utilized for brief periods of absence (not to exceed 5 minutes) and scheduled nap periods for children over two years of age | ☑ | ☐ | ☐ |
| | **Ratio** | | | |
| 109.8(2) | **Ratio maintained in center as required:**<br>• Brief absence of staff person permitted for 5 or less minutes when another staff person is present<br>• At least one staff is present in every room where children are resting.<br>• If ratio reduced to one staff per room during nap time, does not exceed one hour and ratio in center is still maintained.<br>• Ratio in infant rooms is always maintained.<br>• When more than eight children are present on the licensed premises, at least two staff members shall be present.<br>• For a period of two hours or less at the beginning and end of the center's hours of operation, one staff member may care for eight or fewer children, provided no more than four of the children are under two years of age and there are no more than eight children in the center.<br>• Ratio exceeded for school-age children when school classes unexpectedly start late, are dismissed early, or cancelled. For no more than four hours, care is limited to children already in the program and licensed capacity is not exceeded. | ☑ | ☐ | ☐ |
| 109.8(2)k | | ☑ | ☐ | ☐ |

## Records

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Personnel Records** | | | |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.9(1)a | All files contain:<br>1. Copy of a department criminal history record check form or any other permission form approved by Department of Public Safety for conducting an Iowa or national criminal history record check<br>2. Copy of a request for child abuse information form, when applicable.<br>3. Copies of results of Iowa record checks conducted through the SING for review by the department upon request.<br>4. Copies of national criminal history check results.<br>5. Any department issued documents sent to the center related to a record check, regardless of findings. | ☑ | ☐ | ☐ |
| 109.9(1)b | All files contain a pre-employment physical exam report completed within six months prior to hire and at least every three years. Physical exams shall be documented on form 470-5152, Child Care Provider Physical Examination Report. | ☑ | ☐ | ☐ |
| 109.9(1)c | All files contain documentation to indicate that ongoing staff training requirements are met, including current certifications in first aid/CPR and mandatory child abuse training. | ☑ | ☐ | ☐ |
| 109.9(1)d | Files contain a photocopy of a valid driver's license if the staff will be involved in the transportation of children. | ☑ | ☐ | ☐ |
| | **Children's Files** | | | |
| 109.9(2)a-c | All files contain sufficient information to allow the center to contact the parent or emergency contact at any time child is in center's care as well as who can pick up the child as authorized by the parent. | ☑ | ☐ | ☐ |
| 109.9(2)d | All files contain sufficient information and authorization to allow the center to secure emergency medical and dental services at any time child is in center's care. | ☑ | ☐ | ☐ |
| 109.9(2)e | All files contain information regarding the specific health and medical needs of a child including information regarding any prescribed treatment. | ☑ | ☐ | ☐ |
| 109.9(2)f | Files contain documentation of injuries, accidents or other child-related incidents. | ☑ | ☐ | ☐ |
| 109.9(2)g | All files contain parent authorization for attendance at center-sponsored field trips and non-center activities.<br>If an inclusive authorization form for activities is used, a copy is kept on file at the center. | ☑ | ☐ | ☐ |
| 109.9(2)h | Signed and dated valid Certificate of Immunization, Certificate of Immunization Exemption, or Provisional Certificate of Immunization, provided by the department must be on file for each child enrolled as required by Iowa Administrative Code 641—7. | ☑ | ☐ | ☐ |
| 109.9(2)i | Preschool (for children five years and younger not enrolled in school): Physical exam report submitted within 30 days of admission, was obtained no more than 12 months prior to admission, is signed by a licensed MD, DO, Chiropractor, PA, or ARNP, and contains health history; present health status including allergies, medications, and acute/chronic conditions; and recommendations for continued care if necessary. | ☑ | ☐ | ☐ |
| 109.9(2)j | School-age (for children five years and older and enrolled in school): Annual statement of health status signed by parent is submitted prior to admission, certifies that the child is free of communicable disease, and lists allergies, medications and acute/chronic conditions. | ☑ | ☐ | ☐ |
| 109.9(2)k | Any child with special health needs, a written emergency plan. Copy shall accompany child if they leave the premises. | ☑ | ☐ | ☐ |
| | **Daily Activities** | | | |
| 109.9(3) | | ☑ | ☐ | ☐ |

## Activity Program Requirements

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Program/Activities** | | | |
| 109.12(1) | • Program structure that uses developmentally appropriate practices and written program of activities planned to the developmental needs of children served.<br>• Program complements but does not duplicate school curriculum.<br>• Schedule of program is posted in a place visible to parents. | ☑ | ☐ | ☐ |
| 109.12(1)a | Program provides a curriculum or program of activities that promotes self-esteem and positive self-image, social interaction, self-expression and communication, creative expression, and problem-solving skills. | ☑ | ☐ | ☐ |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.12(1)b | Program provides for a balance of active and quiet, individual and group, indoor and outdoor, and staff-initiated and child-initiated activities. | ☑ | ☐ | ☐ |
| 109.12(1)c | Program provides experiences in harmony with ethnic and cultural backgrounds. | ☑ | ☐ | ☐ |
| 109.12(1)d | Program provides a nap or quiet time for all children under the age of six not enrolled in school who are present five or more hours. | ☑ | ☐ | ☐ |
| | **Discipline** | | | |
| 109.12(2)a-d | The center shall not use as a form of discipline:<br>• Center does not use corporal punishment including spanking, shaking, or slapping.<br>• Punishment which is humiliating or frightening or causes pain or discomfort is not allowed. Children shall never be locked in a room or closet. When restraints are part of a treatment plan for a child with a disability authorized by a parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.<br>• Punishment or threat of punishment associated with illness, toilet training, or food or rest is not to be used.<br>• No child is subject to verbal abuse, threats, derogatory remarks about child or child's family. | ☑ | ☐ | ☐ |
| | **Children Requiring Accommodations** | | | |
| 109.12(3) | • Reasonable accommodations are made for children with disabilities. | ☑ | ☐ | ☐ |
| | **Infant Environment** | | | |
| 109.12(4)a | • A safe and properly equipped area is provided for infants that does not allow for intrusion by children over two years of age.<br>• Children over age two who remain in the infant area are placed at the recommendation of a physician or AEA due to a significant developmental delay. Children are placed for a limited time with HHS approval if doing so does not pose a threat to the infants. | ☑ | ☐ | ☐ |
| 109.12(4)b | Each infant and toddler shall be diapered in a sanitary manner as frequently as needed at a central diapering area. Diapering, sanitation, and hand-washing procedures shall be posted and implemented in every diapering area. There shall be at least one changing table for every 15 infants. | ☑ | ☐ | ☐ |
| 109.12(4)c | Highchairs or hook-on seats shall be equipped with a safety strap that shall be engaged when the chair is in use and shall be constructed so the chair will not topple. | ☑ | ☐ | ☐ |
| 109.12(4)d | Safe, washable toys, large enough so they cannot be swallowed and with no removable parts, shall be provided. All hard-surface toys used by children shall be sanitized daily. | ☑ | ☐ | ☐ |
| 109.12(4)e | | ☑ | ☐ | ☐ |
| 109.12(4)f | Crib or crib-like furniture, waterproof mattress covering, and sufficient bedding that meets CPSC or ASTM standards is provided for each child under two years of age. | ☑ | ☐ | ☐ |
| 109.12(4)g | Infant walkers are not used. | ☑ | ☐ | ☐ |
| 109.12(4)h | All items used for sleeping must be used in compliance with manufacturer standards for age and weight of the child. | ☑ | ☐ | ☐ |

## Extended Evening Care

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Facility Requirements** | | | |
| 109.14(1)a | Sufficient and age-appropriate cribs, beds, cots, and bedding are provided. Sufficient furniture, lighting, and activity material provided. Equipment and materials maintained in a safe and sanitary manner.<br><br>If insufficient, list concerns: | ☑ | ☐ | ☐ |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.14(1)b | • Separate, private space for school-age boys and girls for restroom and bedtime activities.<br>• Restroom doors nonlockable. | ☑ | ☐ | ☐ |
| 109.14(1)c | • Center supplements those personal effect items not provided by parents for personal hygiene and sleep.<br>• Written information obtained regarding child's snacking, toileting, personal hygiene, and bedtime routines. | ☑ | ☐ | ☐ |
| | **Activities** | | | |
| 109.14(2)a | Evening activities self-selected by child. | ☑ | ☐ | ☐ |
| 109.14(2)b | • Child-occupied rooms have adult supervision present – except those used by school-age children for sleep.<br>• All staff in ratio are present and awake.<br>• If visual monitoring equipment used for rooms where school-age children are sleeping, monitor allows for all children to be visible.<br>• If visual monitoring equipment used for rooms where school-age children are sleeping, staff are present at all times in room with monitor and conduct checks in the sleeping room every 15 minutes. | ☑ | ☐ | ☐ |
| | **School-based before-and-after school and summer programs** | | | |
| 109.15 | A building owned or leased by a school district or accredited nonpublic school that complies with rules adopted by the state fire marshal for school buildings is considered appropriate for use by a child care facility.<br><br>Centers that operate in a school building shall comply with the licensing requirements for centers contained in Iowa Code chapter 237A and this chapter with the following considerations. | ☑ | ☐ | ☐ |
| 109.15(2) | Centers may receive limited exemption from a facility requirement at subrule 109.11(3), particularly relating to ventilation and bathroom facilities, if complying with the requirement would require a structural or mechanical change to the school building. | ☑ | ☐ | ☐ |
| 109.15(3) | Centers shall ensure that the indoor and outdoor space occupied by the center is sanitary, safe, and hazard-free.<br><br>Outdoor space used for recreation during the school day is sufficient for use by the child care program. | ☑ | ☐ | ☐ |
| 109.15(4) | Centers that serve only school-age children and that operate in a school building are exempted from testing for lead and carbon monoxide. | ☑ | ☐ | ☐ |
| 109.15(6) | Child's file. All requirements under subrule 109.9(2) must be followed, but for a center serving school-age children that operates in the same school facility in which the child attends school, documentation shall include a statement signed by the parent that the immunization information is available in the school file. | ☑ | ☐ | ☐ |

**Food Services**

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.13(1 and 2) | • Center shall serve each child a full, nutritionally balanced meal as defined by CACFP guidelines.<br>• Staff shall provide supervision at table during snacks and meals.<br>• Children at center two hours or longer shall be offered food of not less than two hours and no more than three hours apart unless child is asleep.<br>• Menus shall be made available to parents and kept on file with substitutions noted.<br>• Avoid foods with high incident rate of causing choking. | ☑ | ☐ | ☐ |
| | **Feeding Children Under Two Years of Age** | | | |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.13(3)a | • Children under 12 months fed on demand, unless other written instructions from parent.<br>• Infant CACFP menu patterns followed and appropriate to the infant's nutritional requirements and eating abilities.<br>• Special formulas given to child with feeding problem if prescribed by physician. | ☑ | ☐ | ☐ |
| 109.13(3)b | • Bottles or containers of infant foods should be warmed under running, warm tap water or by placing them in a container of water that is no warmer than 120°F (49°C).Bottles and infant foods should never be warmed in a microwave oven. | ☑ | ☐ | ☐ |
| 109.13(3)c | • Children under six months held or fed in sitting-up position.<br>• Bottles not propped for any child, given to a child in a crib or left sleeping with a bottle.<br>• Spoon feeding is adapted to developmental capabilities of child. | ☑ | ☐ | ☐ |
| 109.13.(3)d | ?Single-service, ready-to-feed formulas, concentrated or powdered formula following the manufacturer's instructions or breast milk shall be used for children 12 months of age and younger unless otherwise ordered by a parent or physician. | ☑ | ☐ | ☐ |
| 109.13(3) e | Whole milk for children under two years of age who are not on formula or breast milk unless otherwise directed by a physician shall be used. | ☑ | ☐ | ☐ |
| 109.13(3)f | Cleaned and sanitized bottles and nipples shall be used for bottles prepared on site. Prepared bottles shall be kept under refrigeration when not in use. | ☑ | ☐ | ☐ |
| | **Food brought from home** | | | |
| 109.13(4)a | • Written policies developed for food brought from home for children under five years of age not enrolled in school and is provided to parent at admission.<br>• Food brought from home for children under five years of age not enrolled in school is monitored and supplemented if necessary to ensure CACFP guidelines maintained. | ☑ | ☐ | ☐ |
| 109.13(4)b | Center does not restrict parent from providing meals brought from home for school aged children or apply nutritional standards. | ☑ | ☐ | ☐ |
| 109.13(4)c | Perishable foods brought from home are maintained to avoid contamination or spoilage. | ☑ | ☐ | ☐ |
| 109.13(4)d | Snacks that may not meet CACFP guidelines are allowed by parents for special occasions. | ☑ | ☐ | ☐ |
| | **Food Preparation/Sanitation** | | | |
| 109.13(5) | Centers shall ensure that food preparation and storage procedures are consistent with the recommendations of the CACFPs. | ☑ | ☐ | ☐ |
| 109.13(5)a | Sufficient refrigeration appropriate to perishable food is provided. | ☑ | ☐ | ☐ |
| 109.13(5)b | • Sanitary and safe methods in food preparation, serving, and storage sufficient to prevent transmission of disease, infestation, and spoilage are followed.<br>• Staff preparing food that have injuries on hands wear protective gloves.<br>• Staff serving food use clean serving utensils and have clean hands/wear protective gloves. | ☑ | ☐ | ☐ |
| 109.13(5)c | Sanitary methods are used for dishwashing sufficient to prevent transmission of disease. | ☑ | ☐ | ☐ |
| 109.13(5)d | Sanitary methods are used for garbage disposal sufficient to prevent transmission of disease and infestation. | ☑ | ☐ | ☐ |
| | **Water Supply** | | | |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.13(6) | • Suitable water and sanitary drinking facilities are available and accessible.<br>• Centers serving infants and toddlers provide, at a minimum, individual cups. | ☑ | ☐ | ☐ |
| 109.13(6)a | Private water supplies are of satisfactory bacteriological quality as shown by an annual water analysis drawn between May 1 and June 30 of each year.<br><br>If children under age two are served, private water analysis includes nitrate analysis. | ☑ | ☐ | ☐ |
| 109.13(6)b | If public or private water supply was determined unsuitable for drinking, commercially bottled water certified as chemically and bacteriologically potable or other approved water was used. | ☑ | ☐ | ☐ |

**Get Well Center**

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Staff Requirements** | | | |
| 109.16(1)a | Medical advisor for health policy is an MD or DO in pediatrics or family practice. | ☑ | ☐ | ☐ |
| 109.16(1)b | • Licensed LPN or RN on duty at all times children are present.<br>• If nurse on duty is LPN, arrangements exist for medical advisor or RN in proximate area to provide consultation. | ☑ | ☐ | ☐ |
| | **Health Policies** | | | |
| 109.16(2)a | Written health policy consistent with NHSPS and approved and signed by the owner or board and medical advisor prior to start of business and shall address procedures in the following areas:<br><br>i. Policy addresses medical consultation, emergencies, triage policies, storage and administration of medications, dietary considerations, sanitation and infection control, categorization of illness, length of enrollment periods, exclusion policy, employee health policy.<br>ii. Reportable disease policy.<br><br>Any change in health policy was approved by medical advisor and submitted to HHS. Written summary of health policy given to parents when child enrolled. | ☑ | ☐ | ☐ |
| 109.16(2)b | All children receive a brief evaluation by LPN or RN upon arrival. | ☑ | ☐ | ☐ |
| 109.16(2)c | | ☑ | ☐ | ☐ |
| | **Exceptions** | | | |
| 109.16(3)a | Minimum ratio: 1:4 for infants and 1:5 for children over age two. | ☑ | ☐ | ☐ |
| 109.16(3)b | All staff that have contact with children shall have a minimum of ten clock hours of special training in caring for mildly ill children. | ☑ | ☐ | ☐ |
| 109.16(3)c | There shall be 40 square feet of program space per child. | ☑ | ☐ | ☐ |
| 109.16(3)d | Outdoor space may be waived with the approval of the department if the program is in an area adjacent to the pediatrics unit of a hospital. | ☑ | ☐ | ☐ |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.16(3)e | Grouping of children shall be allowed by categorization of illness or by transmission route without regard to age and shall be in separate rooms with full walls and doors.<br><br>These rules are intended to implement Iowa Code section232.69 and chapter 237A | ☑ | ☐ | ☐ |

**Health And Safety Policies**

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.10 | Center shall establish health policies, including criteria for excluding a sick child. | ☑ | ☐ | ☐ |
| 109.10(1) | **Medications:** The center shall have written procedures for dispensing, storage, and authorization, and recording of all prescription and non-prescription medications.<br>• Staff must be over 18 to administer medication.<br>• All medications shall be stored in original containers with physician or pharmacist directions. Labels should be intact and stored so they are inaccessible to children and public. Nonprescription medications shall be labeled with the child's name.<br>• For every day an authorization for medication is in effect and child is in attendance, there shall be a notation of administration including the name of medicine, date, time, dosage, given or applied, and the initials of the person administering the medication or the reason the medication was not given.<br>• For ongoing, long term medications, authorization shall be obtained for a period not to exceed the duration of prescription.<br>• Staff shall not provide medications to a child if pre-service/orientation training for medication management has not been completed. | ☑ | ☐ | ☐ |
| 109.10(2) | **Daily contact:** Each child shall have direct contact with staff upon arrival. | ☑ | ☐ | ☐ |
| 109.10(3) | **Infectious disease control:** Centers shall establish policies and procedures related to infection disease control and use of universal precautions with handling of bodily fluid. Soiled diapers shall be stored in containers separate from other waste. | ☑ | ☐ | ☐ |
| 109.10(4) | **Quiet area:** The center shall provide a quiet area under supervision for a child who appears to be ill or injured. Parents or designated person shall be notified of child's status in event of serious illness or emergency. | ☑ | ☐ | ☐ |
| 109.10(5) | **Staff hand washing:** The center shall ensure staff demonstrate clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease | ☑ | ☐ | ☐ |
| 109.10(6) | **Children's hand washing:** Center shall ensure staff assist children in personal hygiene. | ☑ | ☐ | ☐ |
| 109.10(7) | **First aid kit:** The center shall ensure that a clearly labeled first aid kit that is sufficient to address minor injury or trauma is available and accessible to staff at all times when children are:<br>• In the center.<br>• In the outdoor play area.<br>• On field trips (away from the center). | ☑ | ☐ | ☐ |
| 109.10(8) | **Recording incidents:** Parents shall be notified on the day of the incident involving a child that includes:<br>• Minor injuries.<br>• Minor changes in health status.<br>• Minor behavioral concerns.<br>• Incidents resulting in injury to a child.<br><br>Shall be verbally notified immediately when there is:<br><br>• A serious injury to a child.<br>• An incident resulting in a significant change in health status.<br>• An incident includes the child being involved in inappropriate, sexually acting out behavior.<br><br>A **WRITTEN** report, fully documenting every incident, shall be provided to the parent or authorized person. This should be completed by staff that witnessed the incident and retained in child file. Serious injuries and deaths must be reported to the Department within 24 hours. | ☑ | ☐ | ☐ |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| 109.10(9) | **Smoking** and use of tobacco products shall be prohibited in the center and every vehicle used to transport children. Prohibited in outdoor play area during hours of operation. | ☑ | ☐ | ☐ |
| 109.10(10) | Relative to child restraint devises, children must be transported pursuant to Iowa Code section 321.446. | ☑ | ☐ | ☐ |
| 109.10(11) | **Field trip emergency numbers:** Phone numbers and emergency health plans for each child shall be taken by staff when transporting to and from school, and on field trips and non-center-sponsored activities away from the premises. | ☑ | ☐ | ☐ |
| 109.10(12) | | ☑ | ☐ | ☐ |
| | **Emergency Plans** | | | |
| 109.10(13)a | The center shall have written emergency plans and diagrams for responding to fire, tornado, flood, and plans responding to intoxicated parents and lost or abducted children.<br><br>Emergency plans shall include written procedures including plans for:<br><br>• Evacuation to safely leave the facility.<br>• Relocation to a common, safe location after evacuation.<br>• Shelter in place to take immediate shelter when the current location is unsafe to leave due to the emergency issue.<br>• Lock down to protect children and providers from an external situation.<br>• Communication and reunification with parents or other adults responsible for the children, which includes emergency telephone numbers.<br>• Continuity of operations.<br>• To address the individual children, including those with functional or access needs. | ☑ | ☐ | ☐ |
| 109.10(13)b | Emergency instructions, phone numbers, and diagrams for fire, tornado, and flood shall be visibly posted and documented at least once a month for fire and tornado. Records shall be maintained for current and previous year. | ☐ | ☑ | ☐ |
| 109.10(13)c | Center shall develop procedures for annual staff and volunteer training on emergency plans. | ☑ | ☐ | ☐ |
| 109.10(13)d | Daily checks to ensure all exits are unobstructed. | ☑ | ☐ | ☐ |
| | **Supervision and Access** | | | |
| 109.10(14)a | The center and supervisor shall ensure that staff knows names and number of children assigned. Staff shall provide careful supervision. | ☑ | ☐ | ☐ |
| 109.10(14)b | Any person who does not have a record check completed shall not have unrestricted access to children for whom that person is not a parent, guardian, or custodian. | ☑ | ☐ | ☐ |
| 109.10(14)c | A sex offender who has been convicted of an offense against a minor and required to register with the sex offender registry, shall not be present on the property without written permission of the director, except for the time reasonably necessary to transport offender's own minor child to and from the center. | ☑ | ☐ | ☐ |
| | **Room Size** | | | |
| 109.11(1) | The program room size shall have the following minimum square feet:<br><br>• 35 square feet of usable floor space per child.<br>• Rooms with cribs have 40 square feet of space per child. | ☑ | ☐ | ☐ |
| 109.11(2)a | The center will provide sufficient and safe indoor play equipment, materials, and furniture. It must meet the developmental, activity and special needs of the children. | ☑ | ☐ | ☐ |
| 109.11(2)b | Program space must meet the following conditions:<br><br>• Room must be arranged so as not to obstruct the direct observation of children by staff.<br>• Individual covered mats, bed, or cots and appropriate bedding will be provided for all children who nap.<br>• Equipment and materials are maintained in a sanitary manner.<br>• Sufficient spacing must be maintained.<br>• The center will have sufficient toilet articles for each child for hand washing. | ☑ | ☐ | ☐ |

| CITE | Rule | Yes | No | NA |
|---|---|---|---|---|
| | **Indoor Facility requirements** | | | |
| 109.11(3)a | | ☑ | ☐ | ☐ |
| | **Outdoor facility requirements** | | | |
| 109.11(4)a | Center must have safe outdoor program area adjacent to the center, with sufficient square footage to accommodate at least 30 percent of the enrollment capacity at any one time at 75 spear feet per child. Outdoor space must:<br>• Be free from litter and unsafe materials and free from contamination by the drainage or ponding of sewage or storm water.<br>• Include safe play equipment and an area of shade.<br>• Include fencing to protect from bodies of water or vehicular traffic. | ☑ | ☐ | ☐ |
| 109.11(4)b | Record of monthly inspections of outdoor recreation area and equipment shall be kept. | ☑ | ☐ | ☐ |
| 109.11(5) | **Bathroom facilities:**<br>• One toilet and sink for each 15 children over two years of age in room with ventilation.<br>• Built after 11/1/95 – at least one sink in same area as toilet.<br>• Adequate training seats or chairs for children under two years if used in lieu of plumbed toilet.<br>• New construction after April 1, 1998, shall have at least one sink provided in the program rooms for infants and toddlers. | ☐ | ☑ | ☐ |
| 109.11(6) | | ☑ | ☐ | ☐ |
| 109.11(7) | **Kitchen appliance or microwaves:**<br>• Gas or electric ovens are not in program area.<br>• Area housing kitchen appliances in program area is sectioned off and not counted in useable floor space. | ☑ | ☐ | ☐ |
| | **Environmental Hazards** | | | |
| 109.11(8)a | Centers built before 1978: Assessment and plan for remedy of lead paint hazard is conducted. | ☑ | ☐ | ☐ |
| 109.11(8)b | Centers at ground level that use basement area as program space, or have a basement beneath program space: Testing and plan for remedy of radon is conducted. | ☑ | ☐ | ☐ |
| 109.11(8)c | All centers: Annual inspection prior to heating season of all fuel-burning appliances to reduce risk of carbon monoxide poisoning and shall install one carbon monoxide detector on each floor that conforms to UL Standard 2034. | ☑ | ☐ | ☐ |