06/16/2023

Sarah Horn
904 Park AVE
Independence, IA 50644

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 06/14/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. 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 110.8(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)"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)"b" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

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(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:

This worker arrived at the home on 6/14/23 around 9:35am for a scheduled Pre-Inspection in regards to Sarah moving her child care center location to her mothers home at 904 Park St. Her mother, Deanna Armstead is also her co-provider. In addition to the PI in regards to the move this worker also did the annual compliance check at this time. There were quite a few children present and after doing a walk through of the home and reviewing the files, it was determined that they had 16 child care children present but Sarah also had her non-school age daughter present who would count towards their numbers and put them at 17 which is over capacity for category C. Sarah also had one of her school age children present and Deanna three of her school age children present. Although the school age children of the providers does not count towards their numbers, it was an additional four children in the home.

Due to the fact they were over numbers, this worker did let them know I could not leave until they were in compliance. Sarah shared her younger daughter does not always come over and often stays home with her older sister but she wanted to come on this date. Sarah made arrangements for her daughter to leave which then put them in compliance with 16 children. We did discuss options for moving forward. Sarah shared that one family (3 kids) was not even supposed to be coming this summer but they are still here. Deanna also has two non-school age foster children in her home that count towards their numbers. We discussed that they can either not have Sarah's non-school age child come to the home and they would be in compliance. They can talk with the family that was not supposed to do summer care here and to make other arrangements, or Deana mentioned she can have the foster kids go to day care elsewhere. I let them know it is there choice but they need to become in compliance with numbers. We developed a safety plan on this date due to the non-compliance with over numbers. This worker agreed to contact them the following day to see what plan they choose to utilize and unannounced drops ins might be done in the future to verify future compliance.

This worker did observe safe sleep while present. One of the children fell asleep in the highchair and the provider did move the child accordingly.
This worker was there long enough to also observe them preparing lunch for the children and they did have a well balanced meal.

A complete tour of the home was done and the following was noted:
- Emergency numbers for police, fire and ambulance and poison center were not posted.
- The first aid kit did not have a water bottle with it that is required. (Sarah did add that while this worker was present)

The outdoor area was observed with no hazards noted.

A full review of records noted some items needing updates:
- The cat did have an exam but it was not on the DHHS approved form.
- Deanna's physical and immunization record was not on the approved form.

This worker reviewed several of the children's files on this date and the following was noted:
- The provider needs to obtain updated physicals/statement of health signed by the physician annually for 4 of the children in care.
- The provider needs an updated physical/annual statement of health for 1 of the school age children.

Suggestions/Recommendations:

- Emergency numbers for police, fire and ambulance and poison center were not posted. - Sarah did post that while this worker as present
- The first aid kit did not have a water bottle with it that is required. (Sarah did add that while this worker was present)
- The cat needs to have the annual exam on the DHHS approved form.
- Deanna's physical and immunization record needs to be on the approved form.
- The provider needs to obtain updated physicals/statement of health signed by the physician annually for 4 of the children in care.
- The provider needs an updated physical/annual statement of health for 1 of the school age children.

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

Corrective Action Required:

Sarah 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.

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).