



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

04/17/2017

Bryanna Burkey
119 Cedar ST
Fruitland, IA 52749

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 04/12/2017. 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 110.7

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)“ b” Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous

441 IAC 110.8(1)“ c” Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers

441 IAC 110.8(1)“ g” The home shall have at least one 2A 10BC rated fire extinguisher located in a visible and readily accessible place on each child-occupied floor.

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)“ i” Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home’s hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children.

All signs shall include:

1. The telephone number for reporting complaints, and
2. The Internet address of the department of public health (www.iowasmokefreeair.gov)

- 441 IAC 110.8(1)“j” Homes served by a private sewage disposal system shall be operated and maintained to ensure the system is properly treating the waste water and not creating an unsanitary condition in the environment.
- 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(1)“p” The provider shall have written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.

441 IAC 110.8(1)“q” The provider shall have written policy and procedures for responding to health-related emergencies

441 IAC 110.8(2) Use of Outdoor Space

441 IAC 110.8(2)“a” A safe outdoor play area shall be maintained in good condition throughout the year. The play area shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child, and shall have both sunshine and shade areas. The play area shall be kept free from litter, rubbish, and flammable materials and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

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(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 110.8(3)“c” Medications shall be given only with the parent's or doctor's written authorization. Each prescribed medication shall be accompanied by a physician's or pharmacist's direction. Both nonprescription and prescription medications shall be in the original container with directions intact and labeled with the child's name. All medications shall be stored properly and, when refrigeration is required, shall be stored in a separate, covered container so as to prevent contamination of food or other medications. All medications shall be stored so they are inaccessible to children. Any medication administered to a child shall be recorded, and the record shall indicate the name of the medication, the date and time of administration, and the amount given

441 IAC 110.8(4) Emergency Plans

441 IAC 110.8(4) Emergency Plans: plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and

tornado and flood shelter areas.

- 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 110.8(4) "b" The provider must have procedures in place for the following:
1. evacuation to safely leave the facility
 2. relocation to a common, safe location after the evacuation
 3. shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue
 4. lock down protocol to protect children and providers from an external situation
 5. communication plan and plans for reunification with families
 6. continuity of operations plans
 7. Procedures to address the needs of individual children, including those with functional or access needs

441 IAC 110.8(5) **Safe Sleep**

- 441 IAC 110.8(8) Activity Program. There is an activity program and it promotes self-esteem and exploration.
- a. Activity program includes active play.
 - b. Activity program includes quiet play.
 - c. Activity program includes activities for large muscle development, such as running, climbing and riding toys.
 - d. Activity program includes activities for small muscle development, such as coloring, puzzles, finger plays and play dough.
 - e. Play equipment and materials in a safe condition, for both indoor and outdoor activities which are developmentally appropriate for the ages and number of children present.

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(2) An individual file is maintained for each staff assistant and contains:
1. Documentation from the department confirming the record checks required under subrule 110.11(3) have been completed and authorizing or conditionally limiting the person's involvement with child care
 2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.
 3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
- 441 IAC 110.9(3) An individual file is maintained for each substitute and contains:
1. Documentation from the department confirming the record checks required under 441 IAC 110.9(1) "a" have been completed and authorizing or conditionally limiting the person's involvement with child care.
 2. A completed Form 470-5152, Child Care Provider Physical Examination Report. The examination shall include any necessary testing for communicable diseases; a discussion of recommended vaccinations; completed no more than six months prior to approval to assist or be a household member; completed by a licensed medical doctor, doctor of osteopathy, physician assistant or advanced registered nurse practitioner; and repeated at least every three years.

3. Certification of two hours of approved training related to identification and reporting of child abuse as required by Iowa Code section 232.69 within 3 months of employment.
4. Certification in infant and child first aid
5. Certification or other documentation that minimum health and safety training has been completed within 3 months or prior to providing substitute care, whichever occurs first.

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:

Bryanna will remove all items from basement steps and remove board standing upright in play room.

Bryanna will post emergency numbers posted 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

Bryanna needs to place safety caps on 2 outlets in playroom, 2 outlets in bathroom, 2 outlets in hallway, and 2 outlets in living room.

Bryanna needs to remove paper towels away from furnace by at least 3 feet.

Bryanna needs to purchase a rated 2 A 10 BC fire extinguisher for her main level of her house. This can be determined by observing a rubber hose mounted on the side of the extinguisher when purchasing.

Bryanna needs to place smoke detectors in her living room, play room and back bedroom.

Bryanna needs to check her smoke detectors monthly and document when completed. Form was provided during today's visit.

Bryanna needs to place 2 Iowa Smoke Free Air Act compliant signs in her front and rear entrance of her house and 1 in her transport vehicle which will be visible from the outside of her vehicle.

Bryanna needs to show documentation that her private sewer system is compliant with discharge restrictions. Bryanna can contact:

Eric Furnas
563/263-0482
3610 Park Ave. West
Muscatine, IA 52761

To conduct this inspection free of charge.

Bryanna needs to show documentation of current physicals for 3 dogs on the Veterinary Health Certificate Form.

Bryanna needs to show documentation of written policies regarding the care of mildly ill children and exclusion of children due to illness and shall inform parents of these policies.

Bryanna will show documentation of written policy and procedures for responding to health-related emergencies

Bryanna will secure access to metal shed without any doors or remove hazard items from this area; cover her grill on back deck; remove partial burn barrel from area; remove minor trash from backyard; remove landscaping piles of leaves and other yard debris from rear of yard.

Bryanna needs to check items in medicine cabinet in the bathroom for any labels of "Keep Out Of Reach of Children" and place these items in bathroom sink cabinet and place child lock on door.

Bryanna needs to place a first aid kit in her transport vehicle which contains: The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

Bryanna needs to remove medicines from bathroom sink cabinet and kitchen countertop.

Bryanna needs to post plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

Bryanna needs to practice her fire and tornado drills with her daycare children on a monthly basis and record when this occurs.

Bryanna needs to show documentation of her completed Emergency Preparedness Plan. There is a template that can be utilized for this plan that can be downloaded from iowaccrr.org

Bryanna needs to repair or replace chewed up green chair; plastic riding toy without seat and check other toys in outdoor play area that are cracked or chewed up. Bryanna needs to remove chain where swing used to exist.

Bryanna needs to show documentation of current physical for Jesse and herself on Child Care Provider Physical Exam form.

Bryanna needs to show documentation of current physical for Avery and current immunization record.

Bryanna needs to show documentation of current physical for Tami, Cassi and Casey on Child Care Provider Physical Exam form.

Bryanna needs to show documentation of current course completion for Mandatory Reporter Training for Jesse, Tami,

Cassi and Casey.

Bryanna needs to show documentation of current course completion for First Aid/CPR for Jesse, Tami, Cassi and Casey.

441 IAC 110.9(4) Children's Files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

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. Need for A.M., C.W., C.B., L.B., S.H., K.H.

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. Need for A.M., C.W., C.B., L.B., S.H., K.H.

A signed medical consent from the parent authorizing emergency treatment. Need for A.M., C.W., C.B., L.B., S.H., K.H., E.W., M.W. Need doctor's info on form for K.W.

An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

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.

The written report shall include past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. Need physical for S.B., A.M., K.W., C.W., E.W., M.W., C.B., L.B., S.H., K.H.

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. Need school-aged health status form for C.W., E.W., C.B., L.B.

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. Need for K.W., C.W., E.W., M.W., C.B., L.B., S.H., K.H.

A list signed by the parent which 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. Need for A.M., C.W., C.B., L.B., S.H., K.H.

Written permission from the parent for the child to attend activities away from the child development home. Need for A.M., C.W., C.B., L.B., S.H., K.H.

Suggestions for Improvement:

Recommendation:

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home either on or after 6/6/17.

[] Is the recommendation to terminate a provider agreement or revoke a registration?

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.

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at (319) 208-5521/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).