04/03/2024

Shannon Zellner
4405 Natalia WAY
Sioux City, IA 51106

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 03/27/2024. 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)"c"	Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers
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)	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 110.9	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.

Findings:

441 IAC 110.8(1)“a” The home shall have a nonpay, working landline 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.

There were no emergency telephone numbers posted in the home.

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.

There were combustible materials within three feet of the furnace and water heater.

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

There were toxic substances that were under the kitchen sink unsecured from access by a child.

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.

There weren't any emergency exit plans by any of the exits of the home.

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.

There was no record of completed tornado drills.

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”.

A couple household members were missing current physical examinations on form 470-5152 in your records.

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 childcare.

You could not locate documentation from the Department confirming completed record checks on all household members aged fourteen and older.

Suggestions/Recommendations:

A re-check is not needed at this time, corrections need to be made by 4/27/24 and will be reviewed at the next annual compliance check.

I encourage you to work with Amber Kollbaum from Child Care Resource and Referral with any ongoing compliance or training needs.

Amber can be reached at (712) 541-3498

Corrective Action Required:

Please post in the home emergency numbers for police, fire, ambulance, and the poison information center, as well as 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.

Please move all combustible materials a minimum of three feet away from your furnace and water heater.

The cupboard under the kitchen sink needs a child lock.

Emergency exit plans for fire and tornado need to be posted by all exits of the home.

Please record completed tornado drills every month.

Please provide documentation of current physical examinations on form 470-5152 for all household members.

Please provide documentation of completed record checks on all household members aged fourteen and older.

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 djaehrl@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Dave Jaehrling

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).