



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

12/18/2019

Dawn Forney
107 Mosley ST
Waterloo , IA 50703

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 12/17/2019. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 120, describes specific requirements that must be met by a child care home that has a child care assistance provider agreement. The following areas were out of compliance at the time of the visit:

441 IAC 120.8(1) **Facility Requirements**

441 IAC 120.8(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 120.8(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 120.8(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 120.8(3) **Medications and Hazardous Materials**

441 IAC 120.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

441 IAC 120.8(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 120.8(4) **Emergency Plans**

441 IAC 120.8(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 120.8(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 120.8(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 120.9 **Children's Files**

441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes.

441 IAC 120.10 **Professional Development**

441 IAC 120.10(1) Prior to the issuance of a provider agreement, the provider shall complete minimum health and safety trainings, approved by the department, in all of the following content areas:

1. Prevention and control of infectious disease, including immunizations.
2. Prevention of sudden infant death syndrome and use of safe sleep practices.
3. Administration of medication, consistent with standards for parental consent.
4. Prevention of and response to emergencies due to food and allergic reactions.
5. Building and physical-premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
6. Prevention of shaken baby syndrome and abusive head trauma.
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event.
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
9. Precautions in transporting children.
10. Child development.

441 IAC 120.10(2) Prior to issuance of a provider agreement, the provider shall complete two hours of Iowa's training for mandatory reporting of child abuse as required by Iowa Code section 232.69. The provider shall maintain a valid certificate indicating expiration date.

441 IAC 120.10(3) Prior to issuance of a provider agreement, the provider shall complete first-aid and cardiopulmonary resuscitation (CPR) training that meets the following requirements:

- a. Training shall be provided by a nationally recognized training organization, such as the American Red Cross, American Heart Association, National Safety Council, American Safety and Health Institute or MEDIC First Aid or by an equivalent trainer using curriculum approved by the department.
- b. First-aid training shall include certification in infant and child first aid.
- c. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date.
- d. The provider shall maintain a valid certificate indicating the date of CPR training and the expiration date.

Findings:

During the unannounced spot check on 12/17/19, the following was observed by DHS worker Toni Brown.

- 1) There is no fire extinguisher
- 2) The smoke alarms have not been tested monthly – provider indicated she was not aware this was a requirement.
- 3) There are no “no smoking” signs posted.
- 4) Potentially hazardous materials are stored in the bathroom and are easily accessible to the children.
- 5) Provider has no first aid kit.
- 6) No emergency plans are posted.
- 7) Fire and tornado drills have not been practiced – provider indicates she was not aware this was a requirement.
- 8) Emergency preparedness plan is not completed.
- 9) Provider does not have a file for each individual child.
- 10) Provider was not able to locate certificates showing completion of minimum health & safety trainings, mandatory reporter and first aid / CPR.

Suggestions for Improvement:

Per our conversation, a referral has been made to Child Care Resource and Referral to assist you in becoming a registered child care provider. The local number for that agency is 319.233.0804

Recommendation:

Contact Child Care Resource and Referral to assist in becoming a registered provider. You may access their website at <https://iowaccrr.org> to gain access to forms needed for documentation.

During the unannounced spot check on 12/17/19, the following was observed by DHS worker Toni Brown.

- 1) Obtain a fire extinguisher on each child occupied floor.
- 2) Test smoke alarms have not been monthly and document when completed.
- 3) Obtain “no smoking” signs and post.
- 4) Move Potentially hazardous materials that are stored in the bathroom and are easily accessible to the children.
- 5) Obtain first aid kit making sure there are disposable tweezers, disposable gloves, bandaids and bottled water in the kit.
- 6) Develop emergency plans and post.
- 7) Practice Fire and tornado drills monthly and document.
- 8) Complete Emergency preparedness plan.
- 9) Make a file for each individual child. You can find forms at the Child care resource & referral website listed above.
- 10) Create a provider file. Locate certificates showing completion of minimum health & safety trainings, mandatory reporter and first aid / CPR. Keep these documents and all other training documents in your provider file.

[] 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 of your Child Care Assistance Provider Agreement. 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) 429-1736 if you have any questions regarding this letter.

Sincerely,

Toni Brown
Social Worker II

Tracy Wynn

Social Work Supervisor

12/18/2019

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