11/30/2022

Crystal Cary
1705 S Hampshire AVE
Mason City, IA 50401

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 11/28/2022. 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:

FINDINGS:	**Identify FINDINGS in each area of non-compliance.**
441 IAC 110.6	Limit. Except as provided in subrule 110.6(3), no greater number of children shall be received for care at any one time than the number authorized on the registration certificate.
441 IAC 110.7	**Provider Requirements**
441 IAC 110.7(2)	Substitutes. The provider shall assume responsibility for providing adequate and appropriate supervision at all times when children are in attendance. Any designated substitute shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision shall be with the provider **a.** All standards regarding supervision and care of children apply to substitutes. **b.** Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute. **c.** The substitute must be 18 years of age or older. **d.** Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period. (These limitations do not apply per Iowa Code Section 237A.3A(3)(e) when the provider is engaged in jury duty or official duties related to provider's membership on state board, committee or policy-related body.) **e.** The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.
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)“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(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(5) Safe Sleep

441 IAC 110.8(5) "a" The provider shall follow safe sleep practices as recommended by the American Academy of Pediatrics for infants under the age of one.

a. Infants shall always be placed on their back for sleep.

b. Infants shall be placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.

c. Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. No child shall be allowed to sleep in an infant seat, car seat, swing, bouncy seat, or items not designed for sleeping.

d. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, or loose bedding shall be allowed in the sleeping area with the infant.

e. No co-sleeping shall be allowed.

f. Sleeping infants shall be actively observed by sight and sound.

g. If an alternate sleeping position is needed, a signed physician authorization with statement of medical reason is required.

441 IAC 110.8(5) "b" No child shall be allowed to sleep in any item not designed for sleeping including, but not limited to, an infant seat, car seat, swing, or bouncy seat.

441 IAC 110.8(5) "c" A crib or crib like furniture which has a waterproof mattress covering and sufficient bedding to enable a child to rest comfortably and which meets the current standards or recommendations

from the Consumer Product Safety Commission or ASTM International for juvenile products shall be provided for each child under two years of age if developmentally appropriate. Crib railings shall be fully raised and secured when the child is in the crib. A crib or crib like furniture shall be provided for the number of children present at any one time. The home shall maintain all cribs or crib like furniture and bedding in a clean and sanitary manner. There shall be no restraining devices of any type used in cribs.

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" (1) I-PoWeR records or certificates verifying required training completion:

Prior to registration:

- minimum health and safety training, approved by the Department, in required content areas
- Iowa's Mandatory Child Abuse Reporter Training

Prior to registration: First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

During each two year registration period, the provider shall receive a minimum of 24 hours of training from approved content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years

A provider who submits documentation from a child care resource and referral agency that the provider has completed the Iowa Program for Infant/Toddler Care (IA PITC), ChildNet, or Beyond Business Basics training series may use those hours to fulfill a maximum of two years' training requirements, not including first-aid and mandatory reporter training

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.

441 IAC 110.15 **SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"**

441 IAC 110.15(1)" b" Of these 14 children, not more than 6 children who are 24 months of age or younger shall be present at any one time. Whenever 4 children who are under the age of 12 months are in care, both providers shall be present

441 IAC 110.15(1)" e" No more than 16 children shall be present at any one time when an emergency school closing is in effect. If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a department-approved assistant who is at least 18 years of age.

- If only ne approved provider is present, no more than 6 of 8 children may be 24 months of age or younger and of these 6 children, no more than 3 are 12 months of age or younger.

Findings:

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home.
Findings: This worker arrived to the home and noted a total of 12 children present. Of these 12 children five were under the age of 24 months and of these children four were under the age of 12 months. The provider did not have her co-provider or a substitute present. Her assistant, Amanda was present. Crystal was over her allowed category numbers by both overall numbers and infant numbers. As a category C2 provider anytime there is more than eight children present the co-provider or approved substitute must be present. If only one provider is present only three children can be under 12 months. During the visit, co-provider Sarah arrived.
A complete tour of the home and outdoor area was completed noting non-compliance. Three pack 'n' plays were removed during the visit as they had holes in them. Crystal was able to set up a total of three white cribs during the visit. Due to the fact that Crystal didn't have four safe sleep locations Crystal had a parent pick up one of the infants during the visit. In the sleeping and play room a window was broken. Crystal indicated she will temporarily secure access with a plastic winter wrap by 12/5/2022, but will ensure her landlord fixes the window by 12/28/2022. On 11/29/22, Crystal texted a photo to this worker of the interim fix. There were numerous cords in the living room longer than 12 inches creating a strangulation hazard to children. Crystal moved the cords completely behind the chair and moved a storage container to close off access. Crystal and this worker discussed cord cover options that would work better moving forward. The emergency parent contact posting was missing numerous children's information that were present during the visit. Crystal agreed to update this within 24 hours and send this worker a picture. On 11/29/2022 Crystal sent this worker a photo of this updated posting.
While touring the outdoor play area there was fencing in the back play yard that needs to be removed or resecured prior to utilizing. She indicated her landlord would not be able to fix this until the spring so the date of 4/30/2023 was agreed upon. She indicated they are not currently play outside due to the young ages of the children and cold weather. She agrees this will be completed prior to resuming play in the back yard.
During the visit this worker discussed with Crystal the smell of animal in her home. This worker noted a cat litter pan to be in a closet in the hall way on the main level. It is important litter boxes are cleaned daily due to the fact there are three cats in the home. Additionally, it is important that during daycare hours this door to the closet is closed to secure access to this pet waste as kids access this hallway for use of bathroom and access to toy room. Crystal secured this door during the visit.
During the visit an infant aged four months fell asleep in a bouncer seat. This worker informed the providers the child had fallen asleep and needed to be moved. This worker and Crystal engaged in discussion regarding safe sleep practices while she moved the infant to the crib. The infant did not remain sleeping.
A full review of records noted non-compliance. Crystal would benefit and agreed to a referral for CCRR follow up regarding files. This referral was made on 11/30/2022.
Crystal and co-provider Sarah's physicals are expired and need updated on form 470-5152 Child Care Provider Physical Examination report. Sarah's CPR and 1st aid card was not on file and needs to be obtained. Approved substitute, Mariah, needs all trainings on file including MCART, CPR and 1st aid, and Essentials.
Crystal did not have the form 470-5153 Pet Health Examination Veterinary Health Certificate on file for her dog, Sky. She will obtain this by 12/5/22, and send this worker a photo verifying this.
Multiple items were missing when reviewing child files. Three children were missing entire files. Additionally, one missing intake information form, five signed medical consent forms, one annual physical update and one school aged child parent statement of health were missing. Crystal agrees to obtain all seven missing medical consent forms prior to the next day of the child being present. The rest of the missing items are required to be on file by 1/2/2023 and will be verified at the 2023 compliance visit.
A full review of category C-2 numbers were reviewed with Crystal and she agrees to decrease her numbers to eight until her co-provider is present. Also discussed was potentially getting current approved assistant, Amanda, to substitute approval. Crystal understands she cannot utilize her in substitute role until she has this in writing from Registration office. This worker suggested she reach out to CCRR worker to ensure all required items are submitted with the application for change to reduce delays. Also reminded that when she has an approved substitute in place of co-provider she must maintain written record of hours. These hours are capped at 25 hours per month and a two week block per year. Crystal will be able to show this worker these logged hours at the 2023 compliance visit.

Suggestions/Recommendations:

Corrective Action Required:

Recommendations: Crystal will immediately reduce numbers and agrees and understands she cannot have more than eight children present unless her co-provider or approved substitute is present. This also means no more than three infants under the age of 12 months if her co-provider or sub are not present. Crystal was able to create temporary fix of the window in the sleep/play room on 11/29/22, but agrees to have her landlord fix this by replacing the window by 12/28/2022. Crystal sent this worker a photo of the update emergency contact posting on 11/29/22 and understands this must be updated continually as her roster changes. Crystal also sent this worker a photo on 11/29/22 of a pack 'n' play available for infants which is the 4th safe sleep location for children under their 1st birthday. Crystal secured accessible cords during the visit but will look for a more permanent fix for these cords. Crystal will ensure her landlord fixes the fencing in the back prior to resuming play in the backyard or prior to 4/30/2023. Crystal understands the safe sleep violation and agrees to have infants under their 1st birthday in safe sleep locations during times when they are asleep at all times. All files will be on file by 1/2/2022 and agrees to follow up with CCRR with a visit with the exception of the medical consent form on file signed prior to the next day every child is in care. This visit with CCRR should occur by 1/15/2023.

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 641-421-1219/anash@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Amanda Nash

Social Worker II

Tracy Wynn

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).