

Kim Reynolds Governor

Adam Gregg Lt. Governor Kelly K. Garcia Director

07/31/2017

Melissa Stoolman 1778 DELTA AVE West Branch, IA 52358

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 07/27/2017. 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:

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 110.8	Standards. Conditions in the home are safe, sanitary, and free of hazards.
441 IAC 110.8(1)	Facility Requirements
441 IAC 110.8(1)"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)"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(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

441 IAC 110.8(4) "a"

Emergency Plans

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.

drainage or ponding of sewage, household waste, or storm water.

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

441 IAC 110.8(4)



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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 lowa 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(2)

An individual file is maintained for each staff assistant and contains:

- 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(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.

1305 E. Walnut Street, Des Moines, IA 50319-0114

- **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.



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- **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
- **I.** 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 110.14 SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

441 IAC 110.14(1)" d"

No more than 12 children shall be present at any one time when an emergency school closing is in effect.

44 1 IAC 110.14(1)" f"

If more than eight children are present at any one time for a period of more than two hours, the provider shall be assisted by a department-approved assistant who is at least 14 years old, unless extra children are present as a result of an emergency school closing.



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Findings:

441 IAC 110.6 Upon arrival, Melissa had 8 children in care. During the compliance check another child arrived, leaving 9 children in care. Melissa is a category B provider, however an approved assistant was not present.

441 IAC 110.8(1)"h" Melissa needs to resume monthly testing of smoke detectors and document.

441 IAC 110.8(1)"j" Melissa needs to test her septic system for proper functioning.

441 IAC 110.8(2) "a" Melissa needs to move her mower to the back shed.

Melissa needs to verify her pool cover meets ASTM standards or she needs to install the white fencing above her pool. Melissa needs to obtain written permission from parents to let child care children use the pool.

441 IAC 110.8(4) "a" Melissa needs to resume practicing fire and tornado drills monthly and document.

441 IAC 110.9(1)"a" Melissa, Kassie and Michael need updated physicals documented on required form 470-5152.

441 IAC 110.9(1)"b" (1) Melissa needs to renew her Mandatory Reporter training.

441 IAC 110.9(2) Kassie needs a physical documented on required form 470-5152.

441 IAC 110.9(4) Children's Files

Melissa needs an updated physical for DD & KK.

Melissa needs an updated immunization certificate for DD & KK.

441 IAC 110.14(1) "d" Upon arrival, Melissa had 8 children in care. During the compliance check another child arrived, leaving 9 children in care.

44 1 IAC 110.14(1)"f" Melissa had 9 children in care with out an approved assistant.

Suggestions/Recommendations:

Contact Cindy Heck, CCR&R Child Care Consultant, for child care questions and resources. Cindy can be reached at 319-538-8464 or check@caeiowa.org

Corrective Action Required:

A follow up visit will occur on or after 9/15/17.

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 563-326-8215 or khuinke@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Kathy Huinker

Social Worker II

Machelle Pezlev

Social Work Supervisor

Always Remember:



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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 319-538-8464

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).