05/25/2023

Nicole Booker
305 N Sycamore ST
Shenandoah, IA 51601

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 05/25/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. Your home is rated a 4 on the voluntary Quality Rating and Improvement System. The following areas were out of compliance at the time of the visit:

441 IAC 110.9 Files

441 IAC 110.9(1) A provider file is maintained and shall contain the following:

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.

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

441 IAC 110.15(1)" a" No more than 14 children not attending kindergarten or a higher grade level shall be present at any one time

441 IAC 110.15(2)" a" One provider who meets the following qualifications must always be present (unless this provider has a substitute):

1. At least 21 years of old.

2. Has a high school diploma or GED.

3. Meets one of the following:

1. Has five years of experience as a registered or nonregistered child care

provider.
2. Has child development associate degree or any two-or four-year degree in a child related field and four years of experience as a registered or nonregistered child care provider.

Findings:

441 IAC 110.15(1)“a” No more than 14 children not attending kindergarten or a higher grade level shall be present at any one time If only one 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.

** Upon arrival to the childcare home, the main provider was alone on her main floor with eleven children. At the same time as compliance staff arrival, a parent was bringing a twelvth child into the home. Once the provider noticed compliance staff, she left the front door area and then an assistant came down the stairs.

Within 5 minutes, the co-provider walked into the home stating that she had left to pick up the child whome the parent had just dropped off, but the school had let out earlier than they knew.

Compliance staff discussed the staff ratio with children. We discussed the need for a substitute and not an assistant in the event that one of the two main providers is absent. If one of the two main provider is absent, then the provider in the home can only have 8 children in their care.

Discussion also held on how to change two of the assistants to substitutes so that this would not be an issue in the future. Also discussion on the documentation of hours each time that a substitue is used when one of the main providers is out of the home and the number of children is over 8.

441 IAC 110.9(4) Children’s Files.
**Compliance staff checked 5 files of children who were in the home at the time of the visit. One file did not have an intake physical. Provider contacted the parent, who brought the physical while compliance staff was present. Providers are reminded that this information should be in their files prior to any new child starting in their care.

441 IAC 110.9(3) An individual file is maintained for each substitute

**Substitute Grant Booker does not have a current verification of Frist Aid/Cpr on file. The last one expired March 2023.

441 IAC 110.9(2) An individual file is maintained for each staff assistant
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.

** Assistant Sydney is expired for Mandatory Reporter training.

Suggestions/Recommendations:

The providers need to be in compliance with staff standards. This visit is not the first visit that the main provider has been on the main level of the home and over numbers for a C1 provider. In the past, she has called her spouse down from upstairs to help, during this visit, she called one of her assistants dow to help. This is not the first discussion with this provider and co-provider about the importance of documenting the coverage of substitutes in the home when the main provider goes over 8 children.

Continuation of these practices can lead to a revocation of the registration of the provider.

Verification of Grant's First Aid/Cpr needs to be turned in to compliance staff by July 25, 2023. This can be sent by email to sburris@dhs.state.ia.us or by picture to 712-435-0576. Compliance staff understands that Grant is often a substitute in the home, but this training should be up to date or verified before he is in place as a substitute.

Verification of Sydney's Mandatory Reporter Training needs to be turned in to compliance staff by July 25, 2023. This can be sent by email to sburris@dhs.state.ia.us or by picture to 712-435-0576.

Corrective Action Required:

If you have any quesitons please contact your CCR&R representative or compliance staff.

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 712-435-0576 sburris@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Stacy Burris

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).