



# Iowa Department of Human Services

Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

07/21/2017

Shamirah Gibbs  
2820 SE 20th ST  
Des Moines, IA 50320

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 07/20/2017. 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)“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 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(4)**      **Emergency Plans**

- 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

#### Findings:

Per the compliance visit completed on 7/20/17, the following corrections are necessary based on the above mentioned rules:

1. Please obtain a fire extinguisher. It may not be smaller than a 2A 10 BC CLASSIFICATION. The classification of the extinguisher is located in fine print on the extinguisher and may also be identified on the box.
2. You have proper smoke detectors in the home. Please be sure you are testing them monthly and keeping a written record. You can use the form provided on p. 4 of the packet of forms provided at our visit.
3. Please obtain a current Pet Health Examination Certificate for your dog. This form must be completed annually and signed by a veterinarian.
4. While you do have a gate to block off your kitchen area, the gate could be moved by a child, which leaves the cleaning supplies under your sink accessible. Please either add child safety locks or move the items to a top shelf of a closet so they are not longer accessible to children. Please be aware of common items that can be toxic or dangerous including any type of alcohol based product such as mouth wash, aerosol can products, dishwasher/laundry soap, air freshers, disinfecting wipes, etc.
5. You do have nicely mapped fire/flood/tornado plans. You reported you have practiced them with the children but acknowledge it is not a monthly occurrence. Please be sure to practice monthly as children respond best in emergencies when prepared. You can document your drills on the same form used to record checks of smoke detectors, see p. 4 of the packet provided.
6. In addition to fire/flood/tornado plans, you must also have an emergency preparedness plan in writing to address shelter in place, evacuation, and lock down procedures. I provided you with a template to assist you in this process and we also discussed the requirements at the time of our visit. If you need additional support you may review the rules listed above as well as access the consulting services of CCR&R as indicated below in suggestions.

#### Suggestions for Improvement:

Child Care Resource & Referral (CCR&R)  
Consultant: MEGAN KERKMANN - 515-246-3583

Please do not hesitate to contact your local consultant with any compliance related needs or questions; all CCR&R services are free and voluntary

#### Recommendation:

All corrections must be completed by 9/15/17. No re-check is planned at this time. All corrections will be verified at the time of the next annual compliance visit.

[ ] 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 not be required to have a recheck or follow up visit to your home.

Please do not hesitate to contact me at DHS at 515-993-1742/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
**Social Worker II**

Anne Schleppehorst  
**Social Work Supervisor**

07/21/2017

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