02/14/2024

Jennifer Cline
607 Park ST
Woodbine, IA 51579

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home B conducted on 02/13/2024. 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 110.8(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)"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)"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(3)** **Medications and Hazardous Materials**

441 IAC 110.8(3)"a" All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

**441 IAC 110.8(4)** **Emergency Plans**

441 IAC 110.8(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 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

Findings:

441 IAC 110.8(1)“a” 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

**The provider reported that all numbers are in her phone. We discussed the understanding of the written law and that she does need to have a place where all these numbers are easily located and displayed.

441 IAC 110.8(1)“h" The provider shall test each smoke detector monthly and keep a record of testing for inspection purposes
441 IAC 110.8(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.

**The provider did not have 2023 documentation of smoke detector checks and drill documentation. We discussed holding on to the previous year information until the next inspection.

441 IAC 110.8(1)“n” Providers shall inform parents of the presence of any pet in the home.
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.

**The provider has two dogs and 1 cat. These pets last forms were dated 2022. All dogs and cats are to have an annual veterinarian exam.

441 IAC 110.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child

**The provider is in need to update her kitchen cupboard locks where her chemicals and cleaning supplies are located. They have lost their strength over time to keep little fingers out.

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 .

**The provider and spouse are in need of updated physicals.

441 IAC 110.9(1)“b” (1) I-PoWeR records or certificates
Iowa’s Mandatory Child Abuse Reporter Training and First Aid and Cardiopulmonary resuscitation. Provider shall maintain a valid certificate indicating date of training and expiration date.

** The provider MCART training expired in June 2023. The providers First Aid CPR expired in November 2023. The provider reported that she will work on these to get updated.

Suggestions/Recommendations:

If you have any questions regarding this letter, please contact compliance staff.

Your CCR&R representative is Deb Martens. Her contact number is 712-755-7381.

Corrective Action Required:

In regards to all parent and emergency contact numbers, a form was emailed to the provider on 2/14/24. This form or something similar can be used to have all necessary phone numbers in one location and displayed.

In regards to the monthly documentation of smoke detector checks and drills, please retain the 2024 documentation until your 2025 inspection.

In regards to your pets, they need an annual updated veterinary physical. These will need to be completed by April 13 2024 and documentation provided to compliance staff by text at 712-435-0576 or email at sburris@dhs.state.ia.us.

In regards to the locks for the kitchen cabinets, get new locks on as soon as possible since the current ones are loose.

In regards to the physicals for the adults in the home, please have these completed and documentation sent to compliance staff by April 13, 2024.

In regards to the mandatory trainings, you will need to complete those no later than April 13, 2024 and submit verification of completion to compliance staff.

To look for the MCART, search "iowa mandatory reporter training" you should be connected to the correct website to complete.

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 or 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).