06/27/2023

Adrianna Larsen
744 Riehl ST
Waterloo, IA 50703

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 06/27/2023. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. 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:

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)"c"	Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers
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)"i"	Smoking and the use of tobacco products shall be prohibited at all times in the home and in every vehicle in which children receiving care in the home are transported. Smoking and the use of tobacco products shall be prohibited in the outdoor play area during the home's hours of operation. Nonsmoking signs shall be posted at every entrance of the child care home and in every vehicle used to transport children. All signs shall include: **1.** The telephone number for reporting complaints, and **2.** The Internet address of the department of public health (www.iowasmokefreeair.gov)
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(1)"r" The certificate of registration shall be displayed in a conspicuous place.

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(3)"b" A first-aid kit shall be available and easily accessible whenever children are in the child development home, in the outdoor play area, in vehicles used to transport children, and on field trips. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area inaccessible to children. The kit shall, at a minimum, include adhesive bandages, bottled water, disposable tweezers, and disposable plastic gloves.

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

441 IAC 110.8(4) Emergency Plans: plans in case of man-made or natural disaster shall be written and posted by the primary and secondary exits. The plans shall clearly map building evacuation routes and tornado and flood shelter areas.

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(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.

Findings:

This worker did an unannounced visit on 6/27/23 and the following was observed:

441 IAC 110.8(1)a Adrianna did not have emergency numbers posted for police, fire, ambulance, and poison information center

Adrianna did not have numbers for each child's parent, a person who can be reached when the parent cannot and child's physician written on paper and readily accessible by a working phone

441 IAC 110.8(1)c Adrianna had combustible materials near the water heater that need to be at a minimum of three feet away.

441 IAC 110.8(1)h A few of the smoke detectors were beeping and need to have batteries replaced.

She did not have record for monthly testing of smoke detectors.

441 IAC 110.8(1)i Adrianna did not have nonsmoking signs posted at every entrance of the home.

441 IAC 110.8(1)n the dog's annual exam was not on the DHHS approved form.

441 IAC 110.8(1)r The certificate of registration was not displayed in a conspicuous place

441 IAC 110.8(3)a Adrianna had cleaners in the bathroom in access to the children

Adrianna had her dog's medication on the table in access to the children

441 IAC 110.8(3)b Adrianna could not find her First Aid supplies

441 IAC 110.8(4) a Adrianna did not have her emergency and disaster plan for fire and tornado written and posted by her primary exit.

Adrianna could not find her documentation of monthly fire and tornado drills

441 IAC 110.9(1)a Adrianna did not have her physical exam on the approved DHHS form

441 IAC 110.9(4) a Adrianna was missing identifying information including the child's name, birth date, parents name, address, telephone numbers, special needs of the child's and the parents work address and phone number for three of her kids in care

441 IAC 110.9(4) b Adrianna did not have emergency information including where the parent can be reached, the name, street address, city and phone number of the child's regular doctor, and the name and phone number and relationship to the child of another adult available in case of an emergency for a sibling group of three.

441 IAC 110.9(4) c Adrianna did not have the signed medical consent for the parent authorizing emergency treatment of three of the kids in her care.

441 IAC 110.9(4) d Adrianna was missing an admission physical for one of the children in her care

441 IAC 110.9(4) e Adrianna was missing an annual statement of health signed by the physician for 2 of the children n care

441 IAC 110.9(4) g Adrianna was missing an immunization record for three of children.

441 IAC 110.9(4) i Adrianna did not have documentation signed by the parent naming persons authorized to pick up the child the relationship and phone number for three of the children.

441 IAC 110.9(4) j Adrianna did not have written permission from the parent for the child to attend activities away for the home for three of the children.

Suggestions/Recommendations:

- Adrianna needs to have emergency numbers posted for police, fire, ambulance, and poison information center
- Adrianna needs to have numbers for each child's parent, a person who can be reached when the parent cannot and child's physician written on paper and readily accessible by a working phone
- Adrianna needs to move combustible materials near the water heater that need to be at a minimum of three feet away.
- Adrianna needs to replace batteries on a few of her smoke detectors.
- Adrianna needs to have a record for monthly testing of smoke detectors.
- Adrianna needs to have nonsmoking signs posted at every entrance of the home.
- Adrianna needs the dog's annual exam on the DHHS approved form.
- The certificate of registration needs to be displayed in a conspicuous place
- Adrianna needs to ensure all cleaners/chemicals are not in access to the children
- Adrianna needs to ensure no medication is in access to the children
- Adrianna needs to locate her First Aid supplies
- Adrianna needs to post her emergency and disaster plan for fire and tornado written and posted by her primary exit.
- Adrianna needs to maintain documentation of of monthly fire and tornado drills
- Adrianna needs to have her physical exam on the approved DHHS form
- Adrianna needs to update her children's files as noted above.

You may contact your local CCR&R for further assistance if needed.

Corrective Action Required:

Adrianna agreed to send pictorial documentation of the missing items noted above. Please email pictorial documentation of compliance to me at cweber@dhs.state.ia.us or text me at 319-429-0749. Please send all necessary compliance documentation within 2 weeks of the receipt of this letter.

Thank you for the service you provide to the children in your community.

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 319-429-0749 or cweber@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Christine Weber

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).