07/20/2017

Nakisha Winters
4322 SE 4th ST
Des Moines , IA 50315

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 07/18/2017. 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)"c" Combustible materials shall be kept a minimum of three feet away from furnaces, stoves, water heaters, and gas dryers

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)"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 120.8(3) **Medications and Hazardous Materials**

441 IAC 120.8(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 120.8(4) **Emergency Plans**

441 IAC 120.8(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 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

441 IAC 120.9 **Children's Files**

441 IAC 120.9(1) An individual file is maintained for each child and updated annually or when there are changes.

441 IAC 120.9(2) 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
e. For children under the age of six, 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 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 physician statement.
f. Documentation signed by the parent which 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.
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. Written permission from the parent for the child to attend activities away from the child development home.**j.** 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 120.10 **Professional Development**

441 IAC 120.10(2) Prior to issuance of a provider agreement, the provider shall complete two hours of Iowa's training for mandatory reporting of child abuse as required by Iowa Code section 232.69. The provider shall maintain a valid certificate indicating expiration date.

441 IAC 120.10(3) Prior to issuance of a provider agreement, the provider shall complete first-aid and cardiopulmonary resuscitation (CPR) training that meets the following requirements:

a. Training shall be provided by a nationally recognized training organization, such as the American Red Cross, American Heart Association, National Safety Council, American Safety and Health Institute or MEDIC First Aid or by an equivalent trainer using curriculum approved by the department.

b. First-aid training shall include certification in infant and child first aid.

c. The provider shall maintain a valid certificate indicating the date of first-aid training and the expiration date.

d. The provider shall maintain a valid certificate indicating the date of CPR training and the expiration date.

Findings:

Per our 7/18/17 spot check visit, the following corrections need to be made as described in the policy sections above:

1. You need to create 3 feet of space around your furnace and water heater as we discussed.

2. You need to obtain a 2A 10BC fire extinguisher for your main and lower level.

3. You need to install a battery operated smoke detector in your basement family room area.

4. You need to post a no-smoking sign by your back door.

5. You need to obtain a portable first aid kit that contains the items listed in the description above.

6. You need to post an Emergency/Disaster plan next to your front and back door. This plan should include a map of your home and clearly mark your fire/tornado exits and locations.

7. You need to practice and record monthly fire and tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.

8. You need to develop an Emergency Preparedness plan for your operation that is available on file. As we discussed, I think contacting your representative from Child Care Resource and Referral would be of great assistance with this. Currently, Brenda O'Halloran is covering your zip code. Brenda can be reached at:
(515) 401-4957

9. You need to develop a file for each of the children you have in care. Each of the files needs to have the items listed in the above description. I shared a couple forms that might help and Brenda from CCR&R will probably be helpful with this project.

10. You had current certification in CPR, though this training did not include the First Aid portion. You need to obtain current certification in First Aid. You also need to obtain current certification in the Mandatory Reporter training.

Suggestions/Recommendations:

During my visit, we talked about the new Essentials training modules that you need to complete by the end of September. I suggest that you visit with Brenda from CCR&R to assist you in looking for either in-person training sessions for these or to help you gain access to the on-line version of these modules.

Corrective Action Required:

The above corrections need to be in place by the time of my re-check, sometime on or after 9/20/17.

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.

Please do not hesitate to contact me at DHS at (515) 268-7106 if you have any questions regarding this letter.

Sincerely,

Earl Crow
Social Worker II

Jone Staley
Social Work Supervisor 07/20/2017

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