

04/08/2019

Sharon Parker
905 4th AVE S
Clinton, IA 52732

Dear Child Care Provider:

This letter is in regards to the pre-inspection visit at your residence in which you are seeking child development home registration conducted on 04/05/2019. 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 110.7**Provider Requirements**

441 IAC 110.8

Standards. Conditions in the home are safe, sanitary, and free of hazards.

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)“b”

Electrical wiring shall be maintained, and all accessible electrical outlets shall be tamper-resistant outlets or shall be safely capped. Electrical cords shall be properly used. Improper use includes running cords under rugs, over hooks, through door openings, or other use that has been known to be hazardous

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)"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(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 110.9 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

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:

A pre-inspection visit was completed on 4/5/19. The following non-compliance items were found:

441 IAC 110.8(1)“b” Sharon needs to cap one electrical outlet. Furniture was moved during the pre-inspection visit in order to cover the electrical outlet.

441 IAC 110.8(1)“i” Sharon needs to post no smoking signs an every entrance to the home.

441 IAC 110.8(3)“a” Sharon needs to install a child lock on the cabinet under the kitchen sink or she needs to remove unsafe items.

441 IAC 110.8(4) Sharon needs to complete and post emergency plans ate the front and back door. Emergency plans must clearly map evacuation routes. Emergency plans were posted during the pre-inspection visit.

441 IAC 110.9(1)“a” Sharon needs a parent statement for Quinton and MaLaya. A parent statement was completed during the pre-inspection visit.

441 IAC 110.9(1)“b” (1) Sharon needs to locate a copy of her CPR and First Aid certification or she needs to re-take the course. CPR and First Aid certification was found during the pre-inspection visit.

An annual compliance visit was completed on 4/5/19. The following non-compliance items were found:

441 IAC 110.8(1)“a” Sharon needs to update her emergency numbers form to reflect all of the children currently enrolled in care.

441 IAC 110.8(1)“b” Sharon needs to cap one electrical outlet. Furniture was moved during the compliance visit in order to cover the electrical outlet.

441 IAC 110.8(1)“h” Sharon needs to resume testing smoke detectors monthly and document.

441 IAC 110.8(1)“i” Sharon needs to post no smoking signs an every entrance to the home.

441 IAC 110.8(1)“r” Sharon needs to post her registration certificate. The Notice of Decision for address change was posted during the compliance visit.

441 IAC 110.8(3)“a” Sharon needs to install a child lock on the cabinet under the kitchen sink or she needs to remove unsafe items.

441 IAC 110.8(4) Sharon needs to complete and post emergency plans ate the front and back door. Emergency plans must clearly map evacuation routes. Emergency plans were posted during the compliance visit.

441 IAC 110.9(1)“a” Sharon needs a parent statement for Quinton and MaLaya. A parent statement was completed during the compliance visit.

441 IAC 110.9(1)“b” (1) Sharon needs to locate a copy of her CPR and First Aid certification or she needs to re-take the course. CPR and First Aid certification was found during the compliance visit.

441 IAC 110.9(4) Children’s Files

Sharon needs an intake/enrollment form for BL.

Sharon needs an updated intake/enrollment form for CR, TJ, RH, JC(5).

Sharon needs an emergency medical treatment authorization form for BL.

Sharon needs an updated emergency medical treatment authorization form for CR, TJ, RH, JC(5).

Sharon needs an updated physical for CR, TJ, RH, JC(5).

Sharon needs a parent statement for BL.

Sharon needs an updated parent statement for JC(5).

Sharon needs an immunization record for CR, TJ, RH.

Sharon needs a date on the immunization record for MP.

Sharon needs a pick up list for BL.

Sharon needs an updated pick up list for CR, TJ, RH, JC(5).

Sharon needs a travel/activity form for JS(2), JS(6 mos), MP, BL.

Sharon needs an updated travel/activity form for JC(3), CR, TJ, RH, JC(5).

Suggestions/Recommendations:

Contact Cindy Heck, CCR&R Child Care Consultant at 319-538-8464 or check@caeiowa.org for assistance with non-compliance items.



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

Corrective Action Required:

Sharon needs to contact Lisa Hilsenbeck, Child Care Compliance Auditor, (563-326-8222 or lhilsen@dhs.state.ia.us) within 15 days to schedule a pre-inspection follow up visit.

Lisa Hilsenbeck, Child Care Compliance Auditor, (563-326-8222 or lhilsen@dhs.state.ia.us) will complete an annual compliance follow up visit on or after 5/28/19.

Reminder:

Paperwork for IP(10), IP(7) needs to be updated this month.

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 563-557-8251 or gcurrie@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Social Worker II

Machelle Pezley

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 866-324-3236

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).