06/27/2025

Helena Deayen
305 SE Tallgrass LN
Waukee, IA 50263

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home A conducted on 06/25/2025. 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)"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)"q"	The provider shall have written policy and procedures for responding to health-related emergencies
441 IAC 110.8(1)"r"	The certificate of registration shall be displayed in a conspicuous place.
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(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:

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 has not been documenting monthly smoke detector checks or drill practices. If children are in your care at any time during each month, checking your smoke detectors and completing fire and tornado drills is important. Do not forget to document your practices.

441 IAC 110.8(1)“q” The provider shall have written policy and procedures for responding to health-related emergencies

**While looking through the provider's information, compliance staff was unable to locate any written policies regarding health related emergencies.

441 IAC 110.8(1)”r” The certificate of registration shall be displayed in a conspicuous place.

**While observing the home, compliance staff did not see the registration certificate displayed or in the provider's information.

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”

**Within the providers box of paperwork, there was not a file for the family members in the home. There were no physicals on file.

**Looking at the training registry, Helena will need to update her First Aid and Child CPR in September 2025. Compliance staff did not see a certificate for Mandatory Reporter Training. This training is to be updated every three years and compliance cannot see the last date this was completed.

Both of the above trainings are in need to be updated by/near the time of the provider's renewal at the end of August 2025.

441 IAC 110.9(4) Children’s Files.

** The provider did not have files on any children that she has recently been caring for. The provider reported that she needs new paperwork. Compliance staff will send the provider a booklet where she can make copies from any pages that she needs for her business.

Suggestions/Recommendations:

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

Your CCR&R consultant is Kelly Phelps. Her contact number is 515-802-7292. Her email is kphelps@orchardplace.org

Your CNCC is Liz Ludwig. Her contact number is 515-537-8783. Her email is lludwig@everystep.org

Corrective Action Required:

In regards to the monthly documentation of smoke detector checks and drill practices, please start with July 2025 and keep track of any monthly efforts you complete.
This will be reviewed at your next compliance visit.

In regards to the policies needed for health related emergencies, compliance staff did not see this information in your files. Please let compliance staff know if you come across these policies, except for your Emergency Preparedness Plan. These policies would include information on how you will handle sick children, if injuries occur to children while in your care and other policies for your business.

Compliance staff did not see your certificate in the home while walking through, this should be in a place where childcare families can see that you are registered with the State of Iowa.

In regards to the household file for all of the persons living in your home, you should have a file that has a physical for every person living in the home. You should also have immunization certificates for children under the age of 18 in this file.

In regards to the files for children that you care for, you reported that you do not have any forms. Compliance staff will send you a form booklet. You can make copies of any forms that you need for the children who are in your care.

Compliance staff noted above that your renewal of registration will need to be completed before the end of August. It appears that your First Aid/CPR certificate will expire in September. Compliance could not find a date for your last Mandatory Reporter training. This may need to be updated prior to your next renewal.

Please do not hesitate to reach out to compliance staff or CCR&R to assist you with any of these items or answer any questions you may have.

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 stacy.burris@hhs.iowa.gov 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).