

01/10/2018

Kathryn Sheehy
2919 Kading RD
Perry, IA 50220

Dear Child Care Provider:

This letter is in regards to the pre-inspection visit at your Registered Child Development Home A conducted on 01/10/2018. 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(4) Emergency Plans

- 441 IAC 110.8(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 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"



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

Findings:

Per the pre-inspection visit completed on 1/10/18, the following corrections are necessary based on the above mentioned rules:

1. In addition to your emergency maps that are posted by your door, you must also create a written emergency preparedness plan addressing evacuation, shelter in place, and lock down procedures. The rules and requirements are listed above. We also spoke about this during our visit and I provided you with a template to assist you in completing this requirement. Please keep this completed document in your files for review with parents when daycare begins. If you feel you need additional support in creating this plan, I do recommend consulting with CCR&R as indicated in suggestions.

2. Your household member is missing the second page of her physical which identifies approval or denial of involvement with care and the physician's signature.

Suggestions/Recommendations:

Child Care Resource & Referral (CCR&R)
Consultant: MICHELLE GREENOUGH - 515-802-8022

Please do not hesitate to access the free and voluntary consulting services offered by CCR&R to assist you with any compliance related needs or questions.

Corrective Action Required:

A re-check or other verification of the corrections must be completed. You may either drop copies of the required information to my office, mail copies, or take pictures and text/email the required information to my work cell phone, 515-219-1089. Please be sure these corrections are to me for verification no later than 2/10/18.

All corrections are due to be verified by 2/10/18. If verification is not provided in a timely manner it may result in the denial of the pre-inspection.

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 515-993-1742/mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

Jone Staley

Social Work Supervisor

Always Remember:



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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).