08/27/2024

Kimberly C Neighbors
6 Virginia Hills RD
Council Bluffs, IA 51503

Dear Child Care Provider:

This letter is in regards to the compliance visit at your Registered Child Development Home C conducted on 08/27/2024. 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 110.9 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"

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 reported that she has not documented in the 2024 year of completed drills and smoke detector checks.

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
**The provider and spouse had physicals that have expired 30-60 days ago.

441 IAC 110.9(4) Children's Files
*d An admission physical examination report signed by a licensed physician
* 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.
*g. A signed and dated immunization certificate provided by the state department of public health.
**Three child files were checked. These three files do not have an updated physical after 2022. One new infant does not have a physical or immunization record on file.

Suggestions/Recommendations:

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

Your CCR&R representative is Cherie Dorsett. Her contact number is 712-579-8899.

Corrective Action Required:

In regards to the monthly documentation of smoke detector checks and fire/tornado drills, please start documenting with August dates. You will need to document every month and documentation is acceptable on a piece of paper, a calendar on your phone or however it is easiest for you to remember to document these safety measures of your home and childcare.

In regards to the need for an updated physical for you and your spouse, please complete a physical by October 27th and send picture documentation of your physical to 712-435-0576.

In regards to the children's files in your childcare, please work with families to obtain the latest physical of the children in your care. These should be updated annually. Work with your families to obtain this information as soon as possible. Files will be checked at your next compliance visit.

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).