

02/19/2025

Andrea Holman
3480 McGowan BLVD
Marion, IA 52302

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 02/19/2025. 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)“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(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) “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(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.

Findings:

An annual compliance check was completed on 2/19/25 and the following was out of compliance:

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.

Andrea did have a fire extinguisher, but it was not visible and she did not have a sign identifying the location. This worker did provide her a stick to use.

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.

Andrea did have a first aid kit but it did not have any bandages, disposable gloves or water bottle which are all required items.

441 IAC 120.8(4) “b” The provider must have procedures in place for the following:

evacuation to safely leave the facility

relocation to a common, safe location after the evacuation

shelter-in-place to take immediate shelter where you are when it is unsafe to leave that location due to the emergent issue

lock down protocol to protect children and providers from an external situation

communication plan and plans for reunification with families

continuity of operations plans

Procedures to address the needs of individual children, including those with functional or access needs

Andrea had a partial Emergency Preparedness Plan, but several areas had not been filled out. She does have an example of what needs to be included in each section and this worker did review that with her as well.

441 IAC 120.9(2) The childrens file shall contain:

An admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician

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.

Andrea was missing an initial physical for one of the children in care.

Suggestions/Recommendations:

A re-check is not needed at this time. Corrections need to be made by 3/12/25 and will be reviewed at the next annual compliance check. Please send pictorial verification of the items where specifically noted below.

I encourage you to work with Emmeka Hawkins with Child Care Resource and Referral if you have any ongoing compliance or training needs.

Emmeka Hawkins can be reached at 563-499-1853

Thank you for your service in providing childcare in your community.



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

Corrective Action Required:

Andrea needs to ensure that if her fire extinguisher is not visible, she has a sticker/sign indicating its location. Please send pictorial verification once the sticker is posted.

Andrea needs to add the required items to her first aid kit including bandages, disposable gloves and a water bottle which are all required items. Andrea needs to send pictorial verification when these items are obtained.

Andrea needs to update her emergency preparedness plan and send pictorial verification to this worker.

Andrea needs to work with the parents to obtain the missing documentation that is required for a child's file (1 initial physical).

Addendums:

- Addendum1: Andrea's annual compliance check was completed on 2/19/29 and there were a few items she needed to send to HHS as pictorial verification of compliance.

Andrea did send pictorial verification of the sign identifying the location of her Fire Extinguisher on 2/21/25

Andrea sent pictorial verification of the required items in her First Aid kit and the updated EPP on 5/1/25.

This Addendum is approved by supervisor on 5/2/2025 2:54:33 PM

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 319-429-0749 or christy.weber@hhs.iowa.gov if you have any questions regarding this letter.

Sincerely,

Christine Weber
Social Worker II

Sheila Aunspach
Social Work Supervisor

02/19/2025

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