

03/10/2023

Grace Hansen  
7085 Bloomfield RD Lot 94  
Des Moines, IA 50320

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 02/13/2023. 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)“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 120.8(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 120.8(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](http://www.iowasmokefreeair.gov))

- 441 IAC 120.8(1)“n” Providers shall inform parents of the presence of any pet in the home.
1. Each dog or cat in the household shall undergo an annual health examination by a licensed veterinarian. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. This examination shall verify that the animal’s routine immunizations, particularly rabies, are current and that the animal shows no evidence of endoparasites (roundworms, hookworms, whipworms) and ectoparasites (fleas, mites, ticks, lice).
  2. Each pet bird in the household shall be purchased from a dealer licensed by the Iowa department of agriculture and land stewardship and shall be examined by a veterinarian to verify that it is free of infectious diseases. Acceptable veterinary examinations shall be documented on Form 470-5153, Veterinary Health Certificate. Children shall not handle pet birds.
  3. Aquariums shall be well maintained and installed in a manner that prevents children from accessing the water or pulling over a tank.
  4. All animal waste shall be immediately removed from the children’s areas and properly disposed of. Children shall not perform any feeding or care of pets or cleanup of pet waste.
  5. No animals shall be allowed in the food preparation, food storage, or serving areas during food preparation and serving times

**441 IAC 120.8(3) Medications and Hazardous Materials**

- 441 IAC 120.8(3)“a” All medicines and poisonous, toxic, or otherwise unsafe materials shall be secured from access by a child
- 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) 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 120.8(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 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(1) An individual file is maintained for each child and updated annually or when there are changes.

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:**

Our 2/13/2023 spot check visit was your first as a newer Non-Registered provider with the State of Iowa. The following corrections need to be made as described in the policy sections above:

1. You need to post emergency and parent contact information in an accessible location.
2. You need to install plastic safety caps in several exposed electrical outlets in your child care area.
3. You need to post no smoking signs next to your front and back door.
4. You need to obtain a vet statement for your 1 dog and 2 cats to have on file. These need to be completed using the State form I shared with you and need to be renewed every year.
5. You need to install a child safety lock on your lower kitchen and bathroom cabinet, or need to move your cleaning supplies out of reach of children.
6. You need to obtain a portable first aid kit that contains the items listed in the description above.
7. You need to post an emergency/disaster plan next to your front and back door. This plan should include a map of your home that includes your fire/tornado exits and locations.
8. You need to practice and record monthly fire/tornado drills.
9. You need to develop an Emergency Preparedness Plan to have on file. I suggest using the blank template that I shared.
10. You need to develop a file for each of the two children you have in care. Each file should contain the items listed in the description above.



Iowa Department of Health And Human Services

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Kim Reynolds  
Governor

Adam Gregg  
Lt. Governor

Kelly K. Garcia  
Director

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Suggestions/Recommendations:

I strongly encourage you to work with Kelsey Finke from Child Care Resource and Referral with all of these corrections.

Kelsey can be reached at: (515) 360-7353

Corrective Action Required:

You are a newer child care provider and this was your first spot check visit. These corrections need to be completed by 7/7/2023. No re-check is planned at your home, but the corrections will be reviewed at your next visit.

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 (515) 291-0008 if you have any questions regarding this letter.

Sincerely,

Earl Crow

**Social Worker II**

Sheila Aunspach

**Social Work Supervisor**

03/10/2023

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