

08/19/2022

Annette Wood
2428 Elm DR
Fort Dodge, IA 50501

Dear Child Care Provider:

This letter is in regards to the compliance visit at your child care home conducted on 08/18/2022. 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)“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 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:

This worker visited the home on 8/18/22. Annette and 2 child care children were present. This worker found that Annette is not documenting her fire drills.

Annette did not have updated child care files and was missing a file on one of the children.

Suggestions/Recommendations:

Make sure you have files in place prior to a child starting.

Make sure all children's files are updated yearly.

Corrective Action Required:

Please make every attempt to become compliant within 45 days of receipt of this letter.

Please email pictorial documentation of compliance to me at jduffy1@dhs.state.ia.us or text me at (515)571-7371. If you are in need of more time to become compliant, please contact me.

Please note that if you are found to be noncompliant for the same requirement for two consecutive years, a safety plan or revocation could occur.

Contact your local CCR & R for further assistance.



Iowa Department of Health And Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Kelly K. Garcia
Director

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 515-571-7371 if you have any questions regarding this letter.

Sincerely,

Joni Duffy

Social Worker II

Tracy Wynn

Social Work Supervisor

08/19/2022

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