



Pre-Inspection Self-Assessment Child Development Home

Review of DHS Requirements for registered Child Development Homes (CDH).

| | | | |
|----------------|------|------------------|--------------------|
| Name | | Telephone Number | Date of Inspection |
| Street Address | City | County | Zip Code |

Date of registration application: _____

ROLE OF CCR&R & DHS

As a child care provider regulated by the state, you have one of the most important jobs in Iowa today. You are providing children with their first experiences in early education and helping them to thrive in a safe and nurturing setting.

The Iowa Department of Human Services (DHS) is responsible for issuing your registration certificate and monitoring your home to make sure you are meeting the state requirements to be a registered home provider. The state requirements are found in Iowa Code, Chapter 237A and in the Iowa Administrative Code, also known as “administrative rules”, in Section 441 – Chapter 110.

The role of a CCR&R Child Care Consultant is to help you in building and maintaining a small business that provides quality child care. CCR&R can:

- Assist you with information that will support you in being registered (including the number of children allowed to be cared for in your home and which registration category is right for you).
- Provide information on new regulations and state programs.
- Provide or guide you to resources to assist you in providing a healthy, safe and child-friendly environment.
- Assist you with communication to and from DHS.

This pre-inspection checklist will be used by you and the CCR&R Child Care Consultant to help assure that your home is ready for the DHS pre-inspection visit.

DHS recommends that you check with the appropriate authorities to determine how the following local, state or federal laws apply to:

- Zoning code
- Building code
- Fire code
- Business license
- State and federal income tax
- Unemployment insurance
- Worker’s compensation
- Minimum wage and hour requirements
- Occupational Safety & Health Administration (OSHA)
- Americans with Disabilities Act (ADA)

USING THE SELF-ASSESSMENT

This guide is to be used as a self-assessment of your Child Development Home to make sure that the DHS rules are being met according to your understanding of the rule. Here is how:

1. Schedule a visit with your local CCR&R Child Care Consultant.
2. Review the question and answer it in the second column under “strategy/comment”. Don’t worry if you don’t know the answer. You will be able to discuss each question with your consultant at your visit.
3. At your scheduled visit, you and your consultant will decide together if your plans meet DHS requirements, as you both understand the rule, and place a check mark under the box “DHS Rule Met” in the third column.
4. If either of you feel that the rule is not currently being met, you and your consultant will jointly decide how to help your program meet the DHS rule.

**Our joint review will not guarantee that you meet the requirements to be registered - that is a determination made by DHS.*

If person seeking registration is currently caring for children or a health and safety concern is identified in an area not applicable to pre-inspection, the appropriate portion of the registration self-assessment may be completed.

SECTION 1 - DHS REQUIREMENTS FOR ALL CHILD DEVELOPMENT HOMES

| Assessment Question | Strategy/Comment (Provider to Complete) | DHS Rule Met (with Consultant) |
|---|--|-----------------------------------|
| Location | | |
| How will I make sure I meet the following requirements: | | |
| Conditions in the home are safe, sanitary and free of hazards. Where are weapons stored and kept safe from children? | | |
| Am I free of the use of illegal drugs and not be under the influence of alcohol or any prescription or non-prescription drug that could impair my ability to give careful supervision? | | |
| Was the home built prior to 1960? If yes, did I complete a visual assessment for lead hazards and apply necessary interim controls on any chipping and peeling paint? <ul style="list-style-type: none"> • If interim controls were necessary, did I use IDPH (Iowa Department of Public Health) lead-safe work methods? • Was form 470-4755, Lead Assessment and Control, sent with my initial/renewal application? <i>*How do I make sure my home is free of lead-based paint?</i> <ul style="list-style-type: none"> • If after a visual assessment you have concerns, please see Comm 143. • If lead-based paint may be present, contact your local Child Care Nurse Consultant (CCNC) or County Health Department for help. | | |
| Telephone | | |
| Do I have a non-pay working telephone in the home or cell phone that is used as the primary phone? | | |
| Where do I have the following emergency numbers posted? <ul style="list-style-type: none"> • Police • Fire • Ambulance • Poison information center | | |
| Smoking | | |
| How do I make sure that smoking does not happen at any time (even when children are not in the home) in the following areas: <ul style="list-style-type: none"> • In the home • In vehicles used to transport children • In outdoor play area while children are in my care | | |
| Do I have a non-smoking sign on every entrance of the | | |

| Assessment Question | Strategy/Comment (Provider to Complete) | DHS Rule Met (with Consultant) |
|---|--|-----------------------------------|
| child care home and in every vehicle used to transport children with the following required information? <ul style="list-style-type: none"> • The telephone number for reporting complaints, and • The internet address for Iowa Department of Public Health (www.smokefreeair.iowa.gov) for resources and signage. | | |
| Electrical Safety | | |
| Is the electrical wiring in the home in good repair? | | |
| If outlets are not tamper-resistant, are the outlet covers capped? | | |
| Am I using electrical cords and extension cords correctly? This means, not positioned: <ul style="list-style-type: none"> • Under rugs • Over hooks • Through door openings, etc. | | |
| Safety Barriers/Measures | | |
| Are items that can catch on fire or explode kept away from furnaces, stoves, gas dryers or water heaters by a minimum of three feet ? <i>*Combustible materials include, but are not limited to:</i> <ul style="list-style-type: none"> • Paint • Laundry • Cardboard/paper products | | |
| Are safety barriers (example: gates) at stairways and doors as needed? <i>*Pressure gates should not be used at the top of stairways.</i> | | |
| Are safety barriers surrounding any heating stove or heating element in order to prevent burns? <i>*What precautions will I have in place to prevent burns?</i> | | |
| Water and Sewer | | |
| Do I have well water? <i>If no, skip this section.</i> <ul style="list-style-type: none"> • If a private water supply is used, has the water been tested to determine that the water is okay for drinking? • This test must be done every year, as well as when children under the age of two are to be cared for, and the analysis shall include a nitrate analysis. • Is a copy of the results kept on file for annual DHS inspection? <i>*When private water supplies are determined unsuitable for drinking, will I purchase commercially bottled water or</i> | | |

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|---|---|-----------------------------------|
| <i>provide water treated through a process approved by the health department or designee?</i> | | |
| <p>Do I have a private septic system? <i>If no, skip this section.</i></p> <p>Have I contacted public health to have the septic system tested for discharge compliance?</p> <ul style="list-style-type: none"> • Compliance will be verified by the local board of health* before registration and each registration renewal. • Discharge of untreated waste water from private sewage disposal systems is prohibited. <p><i>*See other resource options on page 11.</i></p> | | |
| Pets | | |
| <p>List all pets in the home: <i>If none, skip this section.</i></p> <p><i>*How do I inform parents of animals in my home?</i></p> | | |
| <p>Have all dogs and cats had an annual pet physical from a veterinarian recorded on form 470-5153, Pet Health Examination Veterinary Health Certificate? Is form 470-5153 on file with the Child Development Home?</p> | <p>Pet: Date of Exam:</p> <p>Pet: Date of Exam:</p> | |
| <p>Were all pet birds purchased from an approved dealer* and examined by a veterinarian on form 470-5153, Pet Health Examination Veterinary Health Certificate, to verify they are free of infectious diseases?</p> <ul style="list-style-type: none"> • Children shall not handle the birds. • Is proof of veterinarian examination on file with the Child Development Home? <p><i>*Approved dealers are licensed by the Iowa Department of Agriculture and Land Stewardship.</i></p> | | |
| <p>Do I keep all aquariums:</p> <ul style="list-style-type: none"> • Clean and well maintained? • Installed so children cannot get in the water or pull over the tank? | | |
| Medicine, Hazardous Materials, Cleaning Supplies and Other Chemicals | | |
| <p>Where do I keep all unsafe materials? (examples: weapons/ammunition, arrows, blades, sharp objects, etc.)</p> | | |
| <p>Where do I keep all poisonous or toxic items? (examples: cleaning supplies, laundry soaps, paint, gasoline, etc.)</p> | | |
| <p>How do I protect children from chemicals used on lawns</p> | | |

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|---|--|-----------------------------------|
| <p>and gardens that they may come into contact with?</p> <p><i>*Chemicals can cause health issues for children who can come into contact with them in yards, parks, on pets, etc.</i></p> | | |
| <p>Where do I keep all medicines in the home? Are they locked up or kept out of reach of children?</p> <ul style="list-style-type: none"> • Medications include: Prescription medicines, over-the-counter medicines, salves and lotions (itch, rash and diaper rash). • Emergency medications are kept out of reach of children but available for adults. <p><i>*Anything labeled "keep out of reach of children" should be kept secure from children's reach.</i></p> | | |
| First Aid | | |
| <p>Do I have first aid kits accessible to adults but not where children can reach them:</p> <ul style="list-style-type: none"> • In the home • In the outdoor play area • In any vehicle used to transport children • On field trips | | |
| <p>Does my first aid kit include, but not limited to:</p> <ul style="list-style-type: none"> • Adhesive bandages • Bottled water • Disposable tweezers • Disposable plastic gloves <p><i>*How do you make sure that your supplies are replenished?</i></p> | | |
| Safe Sleep | | |
| <p>When creating a safe sleep environment, do I make sure to follow sleep practices as recommended by the American Academy of Pediatrics for infants under the age of one as detailed below?</p> <ul style="list-style-type: none"> • Infants shall not be allowed to sleep on a bed, sofa, air mattress or other soft surface. • No sleeping occurs in items not designed for sleeping such as but not limited to: infant seat, car seat, swing, bouncy seat. • A crib or crib-like furniture which has a waterproof mattress covering and sufficient bedding to enable a child to rest comfortably and which meets the current standards or recommendations from the Consumer Product Safety Commission or ASTM International for juvenile products shall be provided for each child under two years of age if developmentally appropriate. Crib railings shall be fully raised and secured when the child is in the crib. A crib or crib-like furniture shall be provided for the number of children present at any one | | |

| Assessment Question | Strategy/Comment (Provider to Complete) | DHS Rule Met (with Consultant) |
|---|--|-----------------------------------|
| <p>time. The home shall maintain all cribs or crib-like furniture and bedding in a clean and sanitary manner. There shall be no restraining devices of any type used in cribs.</p> <ul style="list-style-type: none"> All items used for sleeping must be used in compliance with manufacturer standards for age and weight of the child. | | |
| Emergency Plans | | |
| <p>Emergency plans in case of man-made or natural disaster shall be written (fire, tornado, flood/incidents requiring you to leave the home for safety):</p> <ul style="list-style-type: none"> Are they posted by primary and secondary exits? Do they clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado and flood shelter areas? | | |
| <p>Have I created a written Emergency Preparedness Plan including:</p> <ul style="list-style-type: none"> Evacuation to safely leave the facility Relocation to a common, safe location after evacuation Shelter-in-place to take immediate shelter where we 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 and reunification with families Continuity of operations Procedures to address the needs of individual children, including those with functional or access needs <p><i>*Contact your local CCR&R Child Care Consultant or www.iowaccrr.org/training/lep for more resources, including an Emergency Preparedness template.</i></p> | | |
| <p>Have I put at least one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each floor I provide care on?</p> | | |
| <p>Do I have at least one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and the top of every stairway?</p> <ul style="list-style-type: none"> Are the smoke detectors installed according to manufacturer's directions? Each month, when will I test each smoke detector? Where will I keep a record of testing for inspection purposes? <p><i>*Note what defines a room, thresholds may block smoke movement and then define a new room</i> <i>**Smoke detectors are required in kitchens that are occupied by children for meals.</i></p> | | |
| Outdoor Space | | |

| Assessment Question | Strategy/Comment (Provider to Complete) | DHS Rule Met (with Consultant) |
|---|--|-----------------------------------|
| How will I ensure my outdoor play space meets the following: | | |
| Maintained in good condition throughout the year? | | |
| The play area is fenced off when located on a busy thoroughfare or near a hazard that may be injurious to a child? | | |
| Have both sunny and shaded areas? | | |
| Kept free from litter, rubbish and flammable materials? | | |
| Is free from contamination by drainage or ponding of sewage, household waste or storm water? | | |
| Pool Safety | | |
| Do you use a wading pool or have a pool? <i>If no, skip this section.</i> When there is a swimming or wading pool on the premises, how will I make sure the following requirements are met: | | |
| If there is either an in-ground or an above ground pool that is not fenced , is there a cover that meets or exceeds ASTM International standards in place when pool is not used? | | |
| If there is an uncovered above ground swimming pool, is it enclosed by an approved fence that is non-climbable and has a minimum height of four feet ? | | |
| If there is an uncovered in-ground swimming pool, is it enclosed with a fence that is non-climbable and is at least four feet high and flush with the ground ? | | |
| PROVIDER FILE: (and household members) | | |
| Where do I keep and what do I have in my provider file: | | |
| List all adult household members: For each adult member of the household: <ul style="list-style-type: none"> • A physical exam report documented on form 470-5152, Child Care Provider Physical Examination Report, for all members over the age of 12. • Physical exams should be repeated every three years. • List exam dates for each adult. | Adult/child over 12: Exam Date: Adult/child over 12: Exam Date: Adult/child over 12: Exam Date: | |
| List children 12 and younger residing in the household: For each child 12 and under in the household: <ul style="list-style-type: none"> • An annual physical exam report signed by a doctor. • A signed and dated Iowa Immunization certificate. • For school age: documentation of physical exam completed at time of school enrollment or since that time. • List exam dates for each child. | Child: Exam Date: Child: Exam Date: Child: Exam Date: | |
| Certificates or training verification documentation for: | | |

| Assessment Question | Strategy/Comment (Provider to Complete) | DHS Rule Met (with Consultant) |
|--|---|-----------------------------------|
| <ul style="list-style-type: none"> Approved Essentials Preservice Series prior to registration and every five years thereafter. This is a pre-packaged training and can be found on the DHS Training Registry. <i>If you need further information see Comm 143.</i> Two hours of Mandatory Child Abuse Reporter Training for Iowa Early Childhood and School-age Professionals (MCART) and every five years thereafter. Infant and Child CPR and First Aid training provided by an approved training organization and maintained throughout the registration period. 24 hours of training provided by approved training organizations during each registration period. <p><i>*A provider completing training through CCR&R or a community college within 6 months prior to initial registration shall be permitted to count the training towards their total training hours required during initial registration.</i> <i>**Training hours from IA PITC, ChildNet or Beyond the Business Basics only count in the current registration period for the dates taken.</i></p> | Date: Date: Date: Hours-to-date: | |
| Child Files | | |
| Where and how do I maintain individual files for each child? Files must be updated annually or when you become aware of changes. | | |

SECTION 2 – SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY B

| Assessment Question | Strategy/Comment (Provider Complete) | DHS Rule Met (with Consultant) |
|--|---|-----------------------------------|
| Facility Requirements – Category B | | |
| There is a minimum of 35 square feet of child use floor space indoors for each child in care. | | |
| There is a minimum of 50 square feet outdoors per child in care. | | |
| There is a separate quiet area for sick children. | | |
| Minimum of two direct exits to the outside from the main floor. | | |
| All exits terminate at grade level with permanent steps. | | |
| If the second story or basement is used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. | | |
| If a basement egress window is used as an exit, the window is able to be opened from the inside without the use of tools. | | |

| Assessment Question | Strategy/Comment (Provider Complete) | DHS Rule Met (with Consultant) |
|--|---|-----------------------------------|
| The egress window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. | | |
| The bottom of the egress window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window. | | |
| Child care is not provided above the second floor. | | |

SECTION 3 – SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY C

| Assessment Question | Strategy/Comment (Provider Complete) | DHS Rule Met (with Consultant) |
|--|---|-----------------------------------|
| Facility Requirements - Category C and C1 | | |
| There is a minimum of 35 square feet of child use floor space indoors for each child in care. | | |
| There is a minimum of 50 square feet outdoors per child in care. | | |
| There is a separate quiet area for sick children. | | |
| Minimum of two direct exits to the outside from the main floor. | | |
| All exits terminate at grade level with permanent steps. | | |
| If the second story or basements are used for child care, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside. | | |
| If a basement egress window is used as an exit, the window is able to be opened from the inside without the use of tools. | | |
| The egress window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area. | | |
| The bottom of the egress window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window. | | |
| Child care is not provided above the second floor. | | |

| | | |
|---|---------------------------------------|------------|
| Signature of Provider | Signature of Co-Provider (CDH C Only) | Date |
| CCR&R Child Care Consultant & Office Location | CCC Telephone Number | CCC E-mail |

APPENDIX

Prevention, Preparation & Communication in the Event of an Emergency, Serious Illness, or Injury to a Child

PREVENTION

1. Medications, poisons, toxins, or otherwise unsafe materials (storage and access, dispensing of medications with written instructions in original containers, authorizations, etc.)
2. Electricity (capping of outlets, extension cords properly used, do not overload outlets, etc.)
3. Combustible materials (storage of flammable materials near the gas appliances)
4. Safety barriers for different levels of flooring (doorways, steps, other hazards in or outside of the home)
5. Safe outdoor play area (clean, no hazards, provides shade, no access to flammable materials)
6. Fencing (appropriate for the outdoor play area as well as age appropriate)
7. Clean drinking water (tested for bacteriological quality and nitrates)
8. Safety barriers for heating items (stoves, water heaters, heating elements, fireplaces)
9. Clean air (smoking and use of tobacco products is prohibited in home, vehicles used for transportation and in outdoor play areas during child care hours - post No Smoking signs)
10. Safe sleeping areas (children under age one - placed on backs)
11. Animals (procedures to ensure prevention of disease transmission especially in food preparation, storage and serving areas, safety of children - pets have license and shot records on file)
12. Swimming pools (wading, in-ground and above ground; proper covers, 4' fence around a swimming pool)
13. Lead paint (assessed in homes built prior to 1960)

PREPARATION

1. Accessible telephone (contact information for parents and physicians accessible, police, fire, ambulance and poison control posted)
2. First aid kits (in home, transportation vehicle, outdoor play area and field trips if used to transport children)
3. Emergency and disaster plans (tornados, fires, floods and other emergencies that may affect child care, i.e. blizzards, bomb threats at the local school, grain elevator explosion)
4. Fire extinguishers
5. Smoke detectors
6. Policies (mildly ill children, exclusion of children due to illness, health-related emergencies, transportation)

COMMUNICATION

1. How will this be communicated with the parents quickly and efficiently in an emergency or the event of an illness? (Accessible telephone with contact information, children's files with appropriate information, policies for contacting parents and/or public emergency services).

Resources to Assist You in Starting or Improving Your Child Development Home

In starting or improving your child care business, you may want to also consult your insurance agent, tax advisor or attorney. It is also important to follow your county and city zoning and building laws. To determine if your home is also required to meet county or city zoning laws, contact your county or city government.

In addition, local and state public health agencies may be able to assist you in reviewing your home or program for hazards and provide guidance on how to address them.

The following websites may be of interest or assistance to you:

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|--|--|
| Iowa Department of Human Services | www.dhs.state.ia.us Click on "Partners and Providers" – Then click on "Become a Provider" or "Existing Providers" for further information. |
| Comm 143 | Please visit DHS's Provider Portal at http://ccmis.dhs.state.ia.us/providerportal/ for all rules. |
| Iowa Child Care Resource & Referral agencies | www.iowaccrr.org |
| Healthy Child Care Iowa | www.idph.iowa.gov/hcci |
| Iowa Department of Natural Resources | www.dnr.iowa.gov *Dan Olson (515-281-8263) state sanitarian contact for questions on water and septic tanks |
| Iowa State University Extension | www.extension.iastate.edu/childcare |
| National Program for Playground Safety | www.uni.edu/playground |
| Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Care | www.nrckids.org/CFOC/HTMLVersion/TOC.html |
| Consumer Product Safety Commission | www.cpsc.gov www.cpsc.gov/cpsc/pub/pubs/5004.pdf |
| Key Questions in Injury Prevention for Out of Home Child Care | www.healthykids.us/chapters/injury_pf.htm |
| Iowa OSHA | www.iowaworkforce.org/labor/iosh |
| National Center for Healthy Housing | www.nchh.org |
| International Residential Code for 1-and 2-Family Dwellings | www.publiccodes.citation.com/icod/irc/2009/index.htm |

For more helpful information go to:

<http://www.iowaccrr.org/providers/cdh/how>