



# Provider Self-Assessment Child Development Home

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

Name		Telephone Number	Date of Consultation Visit
Street Address	City	County	Zip Code
Email		CDH Category (circle one) A      B      C      C1	Essentials Training Expires*:
Registration # & Exp. Date:	MCART Expires*:	CPR Expires*:	First Aid Expires*:

\*If Category C home – include dates for both providers

## 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 self-assessment will be used by you and the CCR&R Child Care Consultant to help assure that your home is a safe, nurturing place for children that promotes developmentally appropriate practices.

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.

**NUMBER OF CHILDREN IN CARE BY AGE**

For all categories:

**DHS Rule 110.6 - No more children are in care than the number authorized on the registration certificate.**

- A provider's own infants and preschool children are counted in the total.
- A provider's own school-age children are not counted.
- A provider's own school-age children do count if the children are home-schooled.
- A provider's foster children do not count if the children are enrolled in school.
- A relative's children are counted in the total, regardless of age.

Birth -18 months	2yrs.	4yrs.	6+ years
18-24 months	3yrs.	5yrs.	

\_\_\_\_\_ Current Registered Category (or seeking)  
 \_\_\_\_\_ Number of Families Served

\_\_\_\_\_ Number of Children in Care Today  
 \_\_\_\_\_ Maximum # of Children Allowed

Is this within the allowable number and ages? Yes / No

Questions for provider to consider:

- How many children in each age group are allowed for your category?
- Are you comfortable with the number of children in your care?

**SECTIONS FOR SELF-ASSESSMENT**

- For CDH Category A, review Sections 1 and 2.
- For CDH Category B, review Sections 1 and 3.
- For CDH Category C, review Sections 1 and 4.

**SECTION 1 - DHS REQUIREMENTS FOR ALL CHILD DEVELOPMENT HOMES**

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<b>Location</b>		
<ul style="list-style-type: none"> <li>• Do I provide care in what is considered a single-family residence?</li> <li>• Is my name or the name of my co-provider listed on the mortgage, rental or lease agreement?</li> </ul> <p><i>*If I don't own the property, how do I make sure it is okay for me to have a business at this location?</i></p>		
<p>Was the home built prior to 1960?</p> <p>If yes, <b>did I complete a visual assessment</b> for lead hazards and apply necessary interim controls on any chipping and peeling paint?</p> <ul style="list-style-type: none"> <li>• If interim controls were necessary, did I use IDPH (Iowa Department of Public Health) lead-safe work methods?</li> <li>• Was form <b>470-4755, Lead Assessment and Control</b>, sent with my initial/renewal application?</li> </ul> <p><i>*How do I make sure my home is free of lead-based paint?</i></p> <ul style="list-style-type: none"> <li>• If after a visual assessment you have concerns, please see Comm 143.</li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<ul style="list-style-type: none"> <li>If lead-based paint may be present, contact your local Child Care Nurse Consultant (CCNC) or County Health Department for help.</li> </ul>		
<b>Telephone</b>		
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"> <li>Police</li> <li>Fire</li> <li>Ambulance</li> <li>Poison information center</li> </ul>		
Are the following phone numbers written on paper and readily accessible by the working telephone: <ul style="list-style-type: none"> <li>The number for each child's parent</li> <li>A responsible person who can be reached when the parent cannot</li> <li>Each child's physician</li> </ul>		
Do I have a current copy of the emergency contact numbers in my vehicle and all vehicles used to transport the children in my care?		
<b>Smoking</b>		
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"> <li>In the home</li> <li>In vehicles used to transport children</li> <li>In outdoor play area while children are in my care</li> </ul>		
Do I have a non-smoking sign on <b>every</b> entrance of the child care home and in every vehicle used to transport children with the following required information? <ul style="list-style-type: none"> <li>The telephone number for reporting complaints, <b>and</b></li> <li>The internet address for Iowa Department of Public Health (<a href="http://www.smokefreeair.iowa.gov">www.smokefreeair.iowa.gov</a>) for resources and signage.</li> </ul>		
<b>Electrical Safety</b>		
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"> <li>Under rugs</li> <li>Over hooks</li> <li>Through door openings, etc.</li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<b>Safety Barriers/Measures</b>		
<p>Are items that can catch on fire or explode kept away from furnaces, stoves, gas dryers or water heaters by a <b>minimum of three feet</b>?</p> <p><i>*Combustible materials include, but are not limited to:</i></p> <ul style="list-style-type: none"> <li>• Paint</li> <li>• Laundry</li> <li>• Cardboard/paper products</li> </ul>		
<p>Are safety barriers (example: gates) at stairways and doors as needed?</p> <p><i>*Pressure gates should not be used at the top of stairways.</i></p>		
<p>Are safety barriers surrounding any heating stove or heating element in order to prevent burns?</p> <p><i>*What precautions will I have in place to prevent burns?</i></p>		
<b>Water and Sewer</b>		
<p>Do I have well water? <i>If no, skip this section.</i></p> <ul style="list-style-type: none"> <li>• If a private water supply is used, has the water been tested to determine that the water is okay for drinking?</li> <li>• 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.</li> <li>• Is a copy of the results kept on file for annual DHS inspection?</li> </ul> <p><i>*When private water supplies are determined unsuitable for drinking, will I purchase commercially bottled water or provide water treated through a process approved by the health department or designee?</i></p>		
<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"> <li>• Compliance will be verified by the local board of health* before registration and each registration renewal.</li> <li>• Discharge of untreated waste water from private sewage disposal systems is prohibited.</li> </ul> <p><i>*See other resource options on page 24.</i></p>		
<b>Pets</b>		
<p>List all pets in the home: <i>If none, skip this section.</i></p>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<i>*How do I inform parents of animals in my home?</i>		
Have all dogs and cats had an annual pet physical from a veterinarian recorded on form <b>470-5153, Pet Health Examination Veterinary Health Certificate</b> ? Is form <b>470-5153</b> on file with the Child Development Home?	Pet: Date of Exam:  Pet: Date of Exam:	
Were all pet birds purchased from an approved dealer* and examined by a veterinarian on form <b>470-5153, Pet Health Examination Veterinary Health Certificate</b> , to verify they are free of infectious diseases? <ul style="list-style-type: none"> <li>• Children shall not handle the birds.</li> <li>• Is proof of veterinarian examination on file with the Child Development Home?</li> </ul> <i>*Approved dealers are licensed by the Iowa Department of Agriculture and Land Stewardship.</i>		
Do I keep all aquariums: <ul style="list-style-type: none"> <li>• Clean and well maintained?</li> <li>• Installed so children cannot get in the water or pull over the tank?</li> </ul>		
Is animal waste cleaned immediately and disposed of properly? <ul style="list-style-type: none"> <li>• Children shall not perform any feeding or care of pets or cleanup of pet waste.</li> </ul>		
How do I make sure that animals are not in the places that food is made or served while cooking/eating and where food is stored?		
<b>Medicine, Hazardous Materials, Cleaning Supplies and Other Chemicals</b>		
Where do I keep all unsafe materials? (examples: weapons/ammunition, arrows, blades, sharp objects, etc.)		
Where do I keep all poisonous or toxic items? (examples: cleaning supplies, laundry soaps, paint, gasoline, etc.)		
How do I protect children from chemicals used on lawns and gardens that they may come into contact with?  <i>*Chemicals can cause health issues for children who can come into contact with them in yards, parks, on pets, etc.</i>		
Where do I keep all medicines in the home? Are they locked up or kept out of reach of children? <ul style="list-style-type: none"> <li>• Medications include: Prescription medicines, over-the-counter medicines, salves and lotions (itch, rash and diaper rash).</li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<ul style="list-style-type: none"> <li>Emergency medications are kept out of reach of children but available for adults.</li> </ul> <p><i>*Anything labeled "keep out of reach of children" should be kept secure from children's reach.</i></p>		
<p>Have I completed the <b>Essentials Preservice Series</b> including medication administration?</p> <p><i>*All new providers and those renewing registrations after September 30, 2016, shall not provide medication to a child if the provider has not completed Essentials training that includes medication administration.</i></p>		
<p>Do I only give medications with the parent's or doctor's written authorization?</p>		
<p>Do I only give children prescribed medicines that are accompanied by doctor's or a pharmacist's directions?</p>		
<p>Do I keep both nonprescription and prescription medications in the original container with directions intact and labeled with the child's name?</p>		
<p>How do I properly store medications, including refrigeration in a separate covered container?</p> <p><i>*Reminder: medications must be out of reach from children or locked up.</i></p>		
<p>How do I keep a written record of any medication given to a child? The record must include:</p> <ul style="list-style-type: none"> <li>Name of the medication</li> <li>Date</li> <li>Time</li> <li>Amount given</li> </ul>		
<b>First Aid</b>		
<p>Do I have first aid kits accessible to adults but not where children can reach them:</p> <ul style="list-style-type: none"> <li>In the home</li> <li>In the outdoor play area</li> <li>In any vehicle used to transport children</li> <li>On field trips</li> </ul>		
<p>Does my first aid kit include, but not limited to:</p> <ul style="list-style-type: none"> <li>Adhesive bandages</li> <li>Bottled water</li> <li>Disposable tweezers</li> <li>Disposable plastic gloves</li> </ul> <p><i>*How do you make sure that your supplies are replenished?</i></p>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<b>Illness and Injuries</b>		
Describe program policies when caring for ill and injured children: <ul style="list-style-type: none"> <li>• Have I completed written policies for when a child needs to be sent home for illness and taking care of mildly ill children?</li> <li>• Are parents given a copy of this policy? When?</li> </ul>		
Have I completed written policies for responding to health-related emergencies?  <i>*What would I do if a child, family member or myself has an emergency?</i>		
Do I have a form for reporting injury requiring first aid or medical care that is: <ul style="list-style-type: none"> <li>• Completed on the date of occurrence?</li> <li>• Shared with parents?</li> <li>• A copy is placed in the child's file?</li> </ul> <i>*The form referenced below is best used to cover the documentation of injuries.</i>		
Serious injuries and deaths <b>must</b> be reported to DHS within 24 hours using the <i>Child Care Injury/Incident Report</i> form.  Serious injuries include: <ul style="list-style-type: none"> <li>• Disabling mental illness</li> <li>• Bodily injury which creates a substantial risk of death, causes serious permanent disfigurement or causes protracted loss or impairment of the function of any bodily member or organ</li> <li>• Any injury to a child that requires surgical repair and necessitates the administration of general anesthesia</li> <li>• Includes, but is not limited to, skull fractures, rib fractures and metaphyseal fractures of the long bones of children under the age of 4 years.</li> </ul> A copy of the <i>Child Care Injury/Incident Report</i> form must be emailed to DHS at: <a href="mailto:ccsid@dhs.state.ia.us">ccsid@dhs.state.ia.us</a>  Copies of the <i>Child Care Injury/Incident Report</i> forms are found on the CCR&R website: <a href="http://www.iowaccrr.org/resources/files/BGP/25%20Child%20Injury.pdf">www.iowaccrr.org/resources/files/BGP/25%20Child%20Injury.pdf</a>		
<b>Safe Sleep</b>		
When creating a safe sleep environment, do I make sure to follow sleep practices as recommended by the American Academy of Pediatrics for infants <b>under the age of one</b> as detailed below? <ul style="list-style-type: none"> <li>• Infants shall always be placed on their back for sleep.</li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<ul style="list-style-type: none"> <li>• Infants are placed on a firm mattress with a tight fitted sheet that meets Consumer Product Safety Commission federal standards.</li> <li>• Infants <b>shall not be allowed</b> to sleep on a bed, sofa, air mattress or other soft surface.</li> <li>• No sleeping occurs in items not designed for sleeping such as but not limited to: infant seat, car seat, swing, bouncy seat.</li> <li>• 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 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.</li> <li>• All items used for sleeping must be used in compliance with manufacturer standards for age and weight of the child.</li> <li>• No toys, soft objects, stuffed animals, pillows, bumper pads, blankets or loose bedding is allowed in the sleeping area.</li> <li>• Co-sleeping is not allowed.</li> <li>• Sleeping infants shall be actively observed by sight and sound.</li> <li>• If an alternate sleeping position is needed, a signed physician or physician's assistant authorization with statement of medical reason and expiration date is required.</li> </ul> <p><i>*Where do child care children sleep?</i>  <i>*Where am I while the children are sleeping?</i></p>		
<b>Emergency Plans</b>		
<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"> <li>• Are they posted by primary and secondary exits?</li> <li>• Do they clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado and flood shelter areas?</li> </ul>		
<p>When will the program practice fire and tornado drills monthly?</p> <ul style="list-style-type: none"> <li>• How will I document monthly practices?</li> <li>• Where will I file both the current year and previous year documentation?</li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<p>Have I created a written Emergency Preparedness Plan including:</p> <ul style="list-style-type: none"> <li>• Evacuation to safely leave the facility</li> <li>• Relocation to a common, safe location after evacuation</li> <li>• Shelter-in-place to take immediate shelter where we are when it is unsafe to leave that location due to the emergent issue</li> <li>• Lock down protocol to protect children and providers from an external situation</li> <li>• Communication and reunification with families</li> <li>• Continuity of operations</li> <li>• Procedures to address the needs of individual children, including those with functional or access needs</li> </ul> <p><i>*Contact your local CCR&amp;R Child Care Consultant or <a href="http://www.iowaccrr.org/training/ep">www.iowaccrr.org/training/ep</a> for more resources, including an Emergency Preparedness template.</i></p>		
<p>Have I put at least one <b>2A 10BC rated</b> fire extinguisher in a visible and readily accessible place on <b>each</b> 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"> <li>• Are the smoke detectors installed according to manufacturer's directions?</li> <li>• Each month, when will I test each smoke detector?</li> <li>• Where will I keep a record of testing for inspection purposes?</li> </ul> <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>		
<b>Outdoor Space</b>		
<p><b>How will I ensure my outdoor play space meets the following:</b></p>		
<p>Maintained in good condition throughout the year?</p>		
<p>The play area is fenced off when located on a busy thoroughfare or near a hazard that may be injurious to a child?</p>		
<p>Have both sunny and shaded areas?</p>		
<p>Kept free from litter, rubbish and flammable materials?</p>		
<p>Is free from contamination by drainage or ponding of sewage, household waste or storm water?</p>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<b>Pool Safety</b>		
<p>Do you use a wading pool or have a pool? <i>If no, skip this section.</i></p> <p><b>When there is a swimming or wading pool on the premises, how will I make sure the following requirements are met:</b></p>		
<p>Is the wading pool drained daily and put out of reach of children when it is not in use?</p>		
<p>If there is either an in-ground or an above ground pool that is <b>not fenced</b>, is there a cover that meets or exceeds ASTM International standards in place when pool is not used?</p>		
<p>If there is an uncovered above ground swimming pool, is it enclosed by an approved fence that is non-climbable and has a <b>minimum height of four feet</b>?</p>		
<p>If there is an uncovered in-ground swimming pool, is it enclosed with a fence that is non-climbable and is <b>at least four feet high and flush with the ground</b>?</p>		
<p><b>If I allow the children to use my above ground or in-ground pool:</b></p>		
<p>Where will I keep the written permission from parents for each child?</p>		
<p>Do I have equipment to rescue both a child and an adult available by my pool?</p>		
<p>Since I will have to go into the pool with the children, how will I make sure to attend to any child that is not allowed into the pool?</p>		
<p>How will I ensure that I have completed training in CPR for infants, toddlers and children, plus make sure that the training certificate does not expire? Where is my CPR training certificate kept?</p>		
<b>Provider Standards for all Child Development Homes</b>		
<p><b>How will I make sure I meet the following requirements:</b></p>		
<p>How do I ensure conditions in the home are safe, sanitary, and free of hazards?</p> <p><i>*Where are weapons stored and kept safe from children?</i></p>		
<p>How do I provide careful supervision at all times?</p>		
<p>How will I exchange information with the parent of each child frequently to enhance the quality of care?</p>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
How do I give consistent, dependable care?		
Am I am capable of handling emergencies?		
Will I will be present at all times except when emergencies occur or an absence is planned?		
If absence is planned, are parents given at least 24 hours prior notice and is care provided by a DHS-approved substitute?		
<p>Do I give parents unlimited access to both their children and to myself?</p> <ul style="list-style-type: none"> <li>How do I handle parents who are not allowed access to their children by court order?</li> </ul> <p><i>*Do I have a list of people authorized to pick up each child?</i>  <i>**Are parents/children allowed to come and go as they please?</i></p>		
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?		
Do I make sure any driver who transports children has a valid driver's license for the type of vehicle driven? Are age/size appropriate child restraint devices utilized and all passenger safety laws followed?		
Do I display my certificate of registration in a conspicuous place? Where?		
<b>PROVIDER FILE: (and household members)</b>		
Where do I keep and what do I have in my provider file:		
<p>List all adult household members:</p> <p>For each adult member of the household:</p> <ul style="list-style-type: none"> <li>A physical exam report documented on form <b>470-5152, Child Care Provider Physical Examination Report</b>, for all members <b>over</b> the age of 12.</li> <li>Physical exams should be repeated every three years.</li> <li>List exam dates for each adult.</li> </ul>	<p>Adult/child over 12: Exam Date:</p> <p>Adult/child over 12: Exam Date:</p> <p>Adult/child over 12: Exam Date:</p>	
<p>List children 12 and younger residing in the household:</p> <p>For each child 12 and under in the household:</p> <ul style="list-style-type: none"> <li>An annual physical exam report signed by a doctor.</li> <li>A signed and dated Iowa Immunization certificate.</li> <li>For school age: documentation of physical exam completed at time of school enrollment or since that time.</li> <li>List exam dates for each child.</li> </ul>	<p>Child: Exam Date:</p> <p>Child: Exam Date:</p> <p>Child: Exam Date:</p>	

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<p>Do you have documentation for DHS confirming record checks:</p> <ul style="list-style-type: none"> <li>All checks have been completed and authorize or limit involvement with child care children for all persons living in the household 14 years of age and older.</li> <li>List person and date of confirmation letter.</li> </ul> <p><i>*All letters confirming record checks will be reviewed on DHS spot checks; keep in a secure file or location.</i></p>	<p>Name: Date:</p> <p>Name: Date:</p> <p>Name: Date:</p>	
<p>Certificates or training verification documentation for:</p> <ul style="list-style-type: none"> <li>Approved <b>Essentials Preservice Series</b> 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></li> <li>Two hours of <b>Mandatory Child Abuse Reporter Training for Iowa Early Childhood and School-age Professionals (MCART)</b> and every five years thereafter.</li> <li><b>Infant and Child CPR and First Aid</b> training provided by an approved training organization and maintained throughout the registration period.</li> <li><b>24 hours</b> of training provided by approved training organizations during each registration period.</li> </ul> <p><i>*A provider completing training through CCR&amp;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></p> <p><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>	<p>Date:</p> <p>Date:</p> <p>Date:</p> <p>Hours-to-date:</p>	
<b>Substitute Standards</b>		
<p>Do you use a substitute? <i>If no, skip this section.</i></p> <p>If I plan to use substitutes:</p> <ul style="list-style-type: none"> <li>Was the substitute pre-approved by DHS prior to starting in your child care? List date(s) approved:</li> <li>How do I notify parents prior to a planned absence that a substitute will be providing care?</li> <li>As the provider, I am responsible for providing adequate and appropriate supervision at all times when children are in attendance. Ultimate responsibility for supervision is with me.</li> <li>All standards regarding supervision and care of children apply to substitutes. How will I share DHS requirements with substitutes?</li> <li>How will I keep a written record of the number of hours substitute care is provided that includes the date and name of the substitute?</li> </ul>	<p>Name: Date:</p> <p>Name: Date:</p> <p>Name: Date:</p>	

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<p>Do substitutes I plan to use meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Pre-approved by DHS?</li> <li>• 18 years of age or older?</li> <li>• Provide care for no more than 25 hours a month with an additional period of up to two weeks in a 12-month period?</li> </ul> <p><i>*Hour restrictions <b>do not</b> apply during jury duty or state board, committee or policy-related body.</i>  <i>**25 hours per month per home provider, not per substitute.</i></p>		
<p>Do I have a file for each substitute with the following items?</p> <ul style="list-style-type: none"> <li>• Documentation from DHS confirming record checks have been completed and authorizing or limiting the person's involvement with child care.</li> <li>• Physical exam report documented on form <b>470-5152, Child Care Provider Physical Examination Report</b>, repeated every three years.</li> <li>• Certificate of completion for <b>Mandatory Child Abuse Reporter Training for Iowa Early Childhood and School-age Professionals (MCART)</b> completed within 3 months of employment and repeated every five years.</li> <li>• Certification of <b>Infant and Child First Aid and CPR</b>.</li> <li>• Certification or documentation that <b>Essentials Preservice Series</b> has been completed.</li> </ul>	<p>Name: Date:</p> <p>Name: Date:</p> <p>Date:</p> <p>Date:</p> <p>Date:</p>	
<b>Assistant Standards</b>		
<p>Do you use an assistant? <i>If no, skip this section.</i></p> <p>Was the assistant pre-approved by DHS prior to starting in your child care?</p> <p>Do I have an individual file for each staff assistant that contains:</p> <ul style="list-style-type: none"> <li>• Documentation from DHS of record check completion and authorization or conditions limiting that person's involvement in child care are noted. List letter date:</li> <li>• Physical exam report documented on form <b>470-5152, Child Care Provider Physical Examination Report</b>, repeated at least every three years.</li> <li>• Certificate of completion for <b>Mandatory Child Abuse Reporter Training for Iowa Early Childhood and School-age Professionals (MCART)</b> within three months of employment and repeated every five years thereafter.</li> </ul>	<p>Name: Date approved: Date of physical: Date for MCART:</p> <p>Name: Date approved: Date of physical: Date for MCART:</p> <p>Name: Date approved: Date of physical: Date for MCART:</p>	

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<b>Discipline</b>		
<p>Describe how I handle discipline situations with the various ages of children in my care and ensure compliance with the following:</p> <ul style="list-style-type: none"> <li>• Corporal punishment, including spanking, shaking and slapping, shall not be used.</li> <li>• No punishment is used which is humiliating, frightening or causes pain or discomfort to a child.</li> <li>• Punishment shall not be administered because of a child's illness or progress or lack of progress in toilet training.</li> <li>• No punishment or threat of punishment is associated with food or rest.</li> <li>• No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.</li> <li>• Discipline shall be designed to help the child develop self-control, self-esteem and respect for the rights of others.</li> </ul>		
<b>Child Files</b>		
<p>Where and how do I maintain individual files for <b>each</b> child?  <b>Files must be updated annually or when you become aware of changes.</b></p>		
<p><b>Each</b> child's individual file shall contain:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying information including at a minimum: <ul style="list-style-type: none"> <li>• The child's name and birth date.</li> <li>• The parent's name, address and telephone number.</li> <li>• Special needs of the child.</li> <li>• The parent's work address and telephone number.</li> </ul> </li> <li><input type="checkbox"/> Emergency information including, at a minimum: <ul style="list-style-type: none"> <li>• Where the parent can be reached.</li> <li>• The name, street address, city and telephone number of the child's regular doctor.</li> <li>• The name, telephone number and relationship to the child of another adult available in case of emergency.</li> </ul> </li> <li><input type="checkbox"/> A signed medical consent from the parent authorizing emergency treatment.</li> <li><input type="checkbox"/> For each <b>infant and preschool-age child</b>, <ul style="list-style-type: none"> <li>• An admission physical exam, on the first day of attendance (includes: past health history, status of present health, allergies and restrictive conditions, recommendations for continued care when necessary).</li> <li>• The date of the exam is not more than 12 months</li> </ul> </li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<p>from the child's first day and completed every year thereafter.</p> <ul style="list-style-type: none"> <li>• Most current signed and dated Iowa Department of Public Health immunization certificate for each child.</li> <li>• A list of people approved by the parents to pick up their children with the following information:               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Telephone number</li> <li>○ Relationship to the child</li> </ul> </li> </ul>		
<p><input type="checkbox"/> For each <b>school age</b> child,</p> <ul style="list-style-type: none"> <li>• A <i>Parent Statement of Health</i> form signed by the parent, legal guardian or an admission physical no more than 12 months old, provided on the first day. Annual <i>Parent Statement of Health</i> form signed by a parent or legal guardian after initial statement of health is required yearly.</li> <li>• Record of physical exam completed at the time of school enrollment.</li> <li>• Most current signed and dated Iowa Department of Public Health immunization certificate for each child. For the school-aged child, a copy of the most recent immunization record shall be acceptable.</li> <li>• A list signed by a parent that names persons authorized to pick up the child. The authorization shall include:               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Telephone number</li> <li>○ Relationship to the child</li> </ul> </li> </ul>		
<p><input type="checkbox"/> Written permission from the parents for their child to attend activities away from the CDH. The permission shall include:</p> <ul style="list-style-type: none"> <li>• Times of departure and arrival</li> <li>• Destination</li> <li>• People who will be responsible for the child</li> </ul>		
<p><input type="checkbox"/> Injury report forms to document injuries requiring first aid or medical care – completed forms are kept in the children's own file.</p>		
<p>Do you serve children with allergies? <i>If no, skip this question.</i></p> <ul style="list-style-type: none"> <li>• Written emergency plans for children with allergies must accompany children when they leave the premises.</li> <li>• Any allergies with a special consideration should be reviewed with the parent (food, bee stings, medication allergies, etc.)</li> </ul>		

Assessment Question	Strategy/Comment (Provider to Complete)	DHS Rule Met (with Consultant)
<p><i>*Plans may include child's name, parent's name and phone numbers, the specific allergy, any reaction that may occur and the treatment for the allergy reaction.</i></p> <p><i>**Optional allergy plans available on the Healthy Child Care Iowa website: <a href="http://www.idph.iowa.gov/hcci/products">www.idph.iowa.gov/hcci/products</a></i></p>		
<p>Do you serve children who are homeless? <i>If no, skip this question.</i></p> <p>If the child meets the definition of homelessness as defined by section 725(2) of the McKinney Vento Homeless Assistance Act, the family shall receive a 60 day grace period to obtain medical documentation.</p> <p><b>See Comm 143 for more information and the definition of "homeless".</b></p>		
<b>Activity Program</b>		
<p>What types of experiences do I provide that promote self-esteem and exploration and reflects:</p> <ul style="list-style-type: none"> <li>• Active play</li> <li>• Quiet play</li> <li>• Activities for large-muscle development</li> <li>• Activities for small-muscle development</li> </ul>		
<p>How do I make sure that play equipment and materials are:</p> <ul style="list-style-type: none"> <li>• In safe condition for both indoor and outdoor use</li> <li>• Activities that are appropriate for all age children</li> <li>• Enough toys and materials for number of children</li> </ul>		
<b>Meals</b>		
<p>How do I make sure regular meals and snacks will be provided which are well balanced, nourishing and in appropriate amounts as defined by the USDA Child and Adult Care Food Program (CACFP)?</p> <p><i>*Contact your local CACFP for further information and resources.</i></p>		
<p>Are children allowed to bring food to the CDH for their own consumption, but not required to provide their own food?</p>		
<p>Is clean, sanitary, drinking water readily available throughout the day to children in <b>both</b> indoor and outdoor areas?</p>		

**SECTION 2 – SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY A**

Assessment Question	Strategy/Comment (Provider Complete)	DHS Rule Met (with Consultant)
<b>Ages of Children in Care-Category A</b>		
Not more than 6 children present at any one time including infants.		
Of these 6 children, not more than 4 children who are 24 months of age or younger are present at any one time.		
Of the 4 children under 24 months of age, no more than 3 may be 18 months of age or younger.		
Not more than 2 additional school-age children for less than two hours at any one time.		
Not more than 8 children present when the emergency school closing exception is in effect.		
<b>Provider Qualifications –A</b>		
Provider is at least 18 years old.		
Have three written references which attest to character and ability to provide child care.		

**SECTION 3 – SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY B**

Assessment Question	Strategy/Comment (Provider Complete)	DHS Rule Met (with Consultant)
<b>Ages of Children in Care-Category B</b>		
Not more than 6 children present at any one time including infants.		
Of these 6 children, not more than 4 children who are 24 months of age or younger present at any one time.		
Of the 4 children under 24 months of age, no more than 3 may be 18 months of age or younger.		
Not more than 4 additional school-age children.		
Not more than 2 children who are receiving care on a part-time basis at any one time. Part-time hours are limited to 180 hours per month or less.		
Not more than 12 children present when the emergency school closing exception is in effect.		
When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.		
<i>*This is REQUIRED on emergency school closing days as well.</i>		

Assessment Question	Strategy/Comment (Provider Complete)	DHS Rule Met (with Consultant)
<b>Provider Qualifications - Category B</b>		
The provider is at least 20 years old.		
The provider shall have a high school diploma, GED or documentation of current or previous enrollment in credit based coursework from a post-secondary educational institution that is an accredited college or university.		
<b>Meets one of the following:</b>		
Has two years of experience as a registered or nonregistered child care provider <b>OR</b>		
Has a Child Development Associate (CDA) credential <b>OR</b> any two- or four-year degree in a child related field <b>AND</b> one year of experience as a registered or nonregistered child care provider.		
<b>Facility Requirements</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.		
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 4 - SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY C**

Assessment Question	Strategy/Comment (Provider Complete)	DHS Rule Met (with Consultant)
<b>Ages of Children in Care – C1</b>		
No more than 8 children present at any one time, including infants.		
Of these 8 children, no more than 4 under the age of 24 months are present at any one time.		
Of the 4 under 24 months, no more than 3 under 18 months are present at any one time.		
<b>Ages of Children in Care – Category C</b>		
No more than 12 children under school-age present at any one time, including infants.		
Of these 12 children, no more than 4 children under the age of 24 months are present at any one time.		
Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.		
Not more than 2 additional school-age children present for less than two hours at any one time.		
Not more than 2 additional children present who are receiving care on a part-time basis.		
Not more than 16 children present when the emergency school closing exception is in effect.		
If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.		
<b>One or Two Providers Present – Category C</b>		
When both providers are present, no more than 12 children under school-age are present at any one time, including infants.		
When both approved providers are present, not more than 4 children 18 months of age or younger are present and no more than 4 of the 12 children are 24 months of age or younger.		
When both approved providers are present, not more than two additional school-age children are present for less than two hours at any one time.		
When both approved providers are present, not more than two additional children who are receiving care on a part-time basis are present. Part-time hours are limited to 180 hours per month or less.		

Assessment Question	Strategy/Comment (Provider Complete)	DHS Rule Met (with Consultant)
When there are two approved providers, not more than 16 children are present when the emergency school closing exception is in effect.		
If more than 8 children are present at any one time due to an emergency school closing exception, the providers shall be assisted by a DHS-approved assistant who is at least 18 years of age.		
If only one approved provider is present, not more than 8 children are present.		
If only one approved provider is present, not more than 4 of the 8 children may be 24 months of age or younger and of these 4 children, no more than 3 are 18 months of age or older.		
<b>The co-provider shall meet the following requirements:</b>		
The provider is at least 20 years old.		
Has a high school diploma or GED.		
<b>Co-provider meets one of the following:</b>		
Has two years of experience as a registered or nonregistered childcare provider. <b>OR</b>		
Has a Child Development Associate (CDA) credential <b>OR</b> any two- or four-year degree in a child related field <b>AND</b> one year of experience as a registered or nonregistered child care.		
<b>Facility Requirements-Category C and C1</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 for each child in care.		
There is a separate quiet area for sick children.		
Has a 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.		

FOLLOW-UP PLAN

I Will:	The Consultant Will:	Together We Will:
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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:

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

**For more helpful information go to:**

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