

Department of Human Services

CHECKLIST FOR CHILD-CARE HOME REGISTRATION (PILOT)

Name	Telephone Number	Date of Inspection	
Street Address	City	State	Zip Code

Date of initial registration _____ Date of registration at current Level _____

The following are requirements contained in Code of Iowa, Chapter 237A or 441-Iowa Administrative Code-Chapter 110 that must be met by a registered child care home. For each requirement, check the appropriate box if the home meets the requirements, or the no box if the home does not meet the requirement. If the answer is no, complete the comment column with a few words describing where the deficiency was found, how many 'items' were missing (such as children's files, immunization cards, etc.) or what the problem was. If a requirement does not apply to this particular home, enter NA for 'not applicable' in the yes box.

YES	NO	REF.#	RULE	COMMENT
			REQUIREMENTS FOR ALL REGISTERED PROVIDERS	COMPLETE THIS SECTION PLUS THE APPROPRIATE LEVEL SECTION
		110.23	Copies of certificates of training have been submitted to the department to be retained in the registration file.	
		110.24	No more children are in care than the rules for the specific level will allow.	
		110.25(1)	Conditions in the home are safe, sanitary, and free of hazards.	
		a.	Has a non-pay working telephone.	
			Numbers for police, fire, ambulance, poison information posted by phone.	
			Numbers for each child's parent, physician, and a responsible person are accessible by the phone.	
		b.	All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.	
		c.	First-aid supplies are available.	
		d.	Medicines are given only with written authorization from the doctor or parent.	
			Prescribed medicines are accompanied by doctor's or pharmacist's direction.	
			All medicines are in original containers.	

			Medicines are stored properly including refrigeration in a separate covered container.	
			Medicines are inaccessible to children.	
		e.	All accessible electrical outlets are safely capped.	
			All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.	
		f.	Combustible materials are kept away from furnaces, stoves, or water heaters.	
		g.	Safety barriers are at stairways if preschool age children or special needs children are cared for.	
		h.	A safe outdoor play area is maintained in good condition.	
			Is fenced off when located on a busy thoroughfare or near a hazard.	
			Has both sunshine and shade areas.	
			Is kept free from litter, rubbish and flammable materials.	
			Is free from contamination by drainage or ponding of sewage, household waste, or storm water.	
		i.	An annual laboratory analysis shows satisfactory bacteriological quality <u>if</u> a private water supply is used.	
			<u>If</u> water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided.	
		j.	Emergency plans for fire and tornado are written and posted by primary and secondary exits.	
			The plans include a diagram and an outside meeting place in case of fire, and a safe place indoors in case of tornado.	
		k.	Fire and tornado drills are practiced monthly and documentation kept.	
		l.	A safety barrier surrounds any heating stove or heating element.	
		110. 25(2)	Activity program.	
			Program promotes self-esteem and exploration.	

		a.	Includes active play.	
		b.	Includes quiet play.	
		c.	Includes activities for large muscle development, such as running, climbing, riding toys, etc.	
		d.	Includes activities for small muscle development, such as coloring, puzzles, fingerplays, play dough, etc.	
		e.	All play equipment and materials are in a safe condition, for both indoor and outdoor activities.	
			All activities are developmentally appropriate for the ages of the children present.	
			All equipment and materials are adequate for the number of children present.	
		110.25(3)	The certificate of registration is displayed in a conspicuous place.	
		110.25(4)	Discipline.	
		a.	Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others.	
		b.	Corporal punishment including spanking, shaking and slapping is not used.	
		c.	No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.	
		d.	No punishment is administered because of a child's illness, or progress or lack of progress in toilet training.	
			No punishment or threat of punishment is associated with food or rest.	
		e.	No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.	
		110.25(5)	Meals: Regular meals, midmorning snacks and midafternoon snacks are well-balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program.	
			Children may bring food to the child care home, but are not required to provide their own food.	

		110.25(6)	Parents are afforded unlimited access to their children and to the providers caring for the children whenever their children are present, unless parental contact is prohibited.	
		110.25(7)	Children's files. An individual file is maintained for each child and updated annually or when there are changes. Each file contains:	
		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 where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, 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, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary.	
		e.	An annual statement of health condition signed by a physician or designee, annually from date of admission physical.	
		f.	A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.	
		g.	A signed and dated immunization card provided by the state department of public health.	
		h.	For each school-age child, record of a physical exam completed at the time of school enrollment or since.	
		i.	Written permission from the parent(s) for their child to attend activities away from the child care home. It must include times of arrival and departure, destination, and person(s) responsible for the child.	

		110.25(8)	An individual file is maintained for each staff assistant and contains:	
		a.	A completed DHS Criminal History Record Check, form B, 595-1396.	
		b.	A completed Request for Child Abuse Information, form SS-1606-0.	
		c.	A physician's signed statement at the time of employment and at least every three years thereafter.	
		d.	Certification of two hours of training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.	
		110.25(9)	A provider file is maintained and contains:	
		a.	A physician's signed statement of health on the provider, the assistant in a Level IV home, and all members of the household who may be present when children are in the home. They shall state that each individual is free of diseases or disabilities which would prevent good child care. All statements are due at the time of the initial registration.	
			Updates of physician's statements on all listed above - every three years	
		b.	Certificates or training verification documentation for:	
		1)	Within the first three months of registration:	
			Two hours of child abuse and neglect mandatory reporter training (and every 5 years thereafter).	
			Certification in infant, child and adult CPR (and every year thereafter).	
			Certification in infant, child and adult first-aid (and every three years thereafter).	
		2)	During the first year of registration - two hours of health and safety training.	
		3)	During the second year of registration and each succeeding year, training from the following categories:	Level I - 10 hours Level II - 12 hours Level III - 12 hours Level IV - 15 hours
			1 - Ages and stages	

			2 - Developmentally appropriate programming	
			3 - Guidance and discipline	
			4 - Nutrition	
			5 - Business practices	
		110.26	The provider meets the following requirements:	
		1.	Gives careful supervision at all times.	
		2.	Frequently exchanges information with the parent of each child to enhance the quality of care.	
		3.	Gives consistent, dependable care.	
			Is capable of handling emergencies.	
		4.	Is present at all times, except if emergencies occur or an absence is planned.	
			If absence is planned, good substitute care is provided.	
			If absence is planned, the parents are given at least 24 hours prior notice.	
		NOTE:	FOR ALL LEVELS, A PROVIDER'S OWN INFANTS AND PRESCHOOLERS ARE COUNTED. A PROVIDER'S OWN SCHOOL-AGE CHILDREN ARE NOT COUNTED.	RELATIVE'S CHILDREN ARE COUNTED, REGARDLESS OF AGE.
		110.27(1)	SPECIFIC REQUIREMENTS FOR LEVEL I	
		a.	Not more than six children present at any one time including infants.	
			Not more than three infants present at any one time, included in the above number.	
			Not more than two additional school-age children for less than two hours at any one time.	
			Not more than eight children present when the inclement weather exception is in effect.	
		b.	Provider is at least 18 years old.	
			Has three written references which attest to character and ability to provide child care.	

		110.27(2)	SPECIFIC REQUIREMENTS FOR LEVEL II	
		a.	Not more than six children present at any one time including infants.	
			Not more than three infants present at any one time, included in the above number.	
			Not more than four additional school-age children for less than two hours at any one time.	
			Not more than two children who are receiving care on a part-time basis at any one time. (Non-infant for 90 hours per month or less.)	
			Not more than 12 children present when the inclement weather exception is in effect.	
			When more than 8 children are present, an assistant is present.	
		b.	There is a minimum of 35 square feet of child use floor space indoors for each child in care.	
		c.	Provider qualifications:	
		1)	The provider is at least 19 years old.	
		2)	Has a high school diploma or GED.	
		3)	Meets one of the following:	
			a - Has two years of experience working directly with children in child care.	
			b - Has one year of experience working directly with children from birth through age 12 and one year of experience at Level I.	
			c - Has a child development associate degree or any two-or four-year degree in a child related field and one year of experience at Level I.	
		110.27(3)	SPECIFIC REQUIREMENTS FOR LEVEL III	
		a.	Not more than six children present at any one time including infants.	
			Not more than three infants present at any one time, included in the above number.	
			Not more than four additional school-age children.	
			Not more than two additional children who are receiving care on a part-time basis. (Non-infant for 90 hours per month or less.)	

			Not more than twelve children present when the inclement weather exception is in effect.	
			Assistant 14 years of age or older present when more than 8 children are present.	
		b.	Facility requirements:	
			(1) 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.	
			(2) There is a separate quiet area for sick children.	
			(3) Fire safety requirements:	
			1. Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on <u>each</u> child-occupied floor.	
			2. Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.	
			Each smoke detector has been installed according to manufacturer's recommendations.	
			Each smoke detector is tested monthly, and a record is kept for inspection purposes.	
			3. Has a minimum of two direct exits to the outside from the main floor.	
			Both a second story child-occupied floor and a basement child-occupied floor has in addition to one inside stairway, at least one direct exit to the outside. All exits terminate at grade level with permanent steps.	
			No child care is provided using space above the second floor.	
			If a basement window is used as an exit, the window is openable from the inside without the use of tools.	
			The 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 window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	

		c.	Provider qualifications:	
		1)	The provider is at least 21 years old.	
		2)	Meets one of the following:	
			a - Has two years of experience at Level I and two years of experience at Level II.	
			b - Has one year of experience working directly with children from birth through age 12 <u>and</u> one year of experience at Level I <u>and</u> two years of experience at Level II.	
			c - Has a child development associate degree <u>or</u> any two- or four-year degree in a child care related field, <u>and</u> one year of experience at Level I <u>and</u> two years of experience at Level II.	
		110.27(4)	SPECIFIC REQUIREMENTS FOR LEVEL IV	
		a.	Not more than 12 children present at any one time, including infants.	
			Not more than four infants present at any one time, included in the above number.	
			Not more than two additional school-age children present for less than two hours at any one time.	
			Not more than two additional children who are receiving care on a part-time basis. (Non-infant for 90 hours per month or less.)	
			Not more than sixteen children present when the inclement weather exception is in effect.	
			Assistant 18 years of age or older who meets the qualifications for provider and is present when more than 7 children are present.	
		b.	Facility requirements:	
			(1) 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.	
			(2) There is a separate quiet area for sick children.	

			(3) Fire safety requirements:	
			1. Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on <u>each</u> child-occupied floor.	
			2. Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.	
			Each smoke detector has been installed according to manufacturer's recommendations.	
			Each smoke detector is tested monthly, and a record is kept for inspection purposes.	
			3. Has a minimum of two direct exits to the outside from the main floor.	
			Both a second story child-occupied floor and a basement child-occupied floor has in addition to one inside stairway, at least one direct exit to the outside. All exits terminate at grade level with permanent steps.	
			No child care is provided using space above the second floor.	
			If a basement window is used as an exit, the window is openable from the inside without the use of tools.	
			The 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 window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.	
		c.	Provider requirements:	
		1)	The provider is at least 21 years old.	
		2)	Meets <u>one</u> of the following:	
			a - Has two years of experience at Level I <u>and</u> two years of experience at Level II <u>and</u> one year of experience at Level III.	
			b - Has one year of experience working directly with children <u>and</u> one year of experience at Level I <u>and</u> two years of experience at Level II and one year of experience at Level III.	
			c - Has a child development associate degree <u>or</u> any two- or four-year degree in a child care related field <u>and</u> one year of experience at Level I <u>and</u> two years of experience at Level II and one year of experience at Level III.	