

**441—109.9(237A) Records.**

**109.9(1) *Personnel records.*** The center shall maintain personnel information sufficient to ensure that persons employed in the center meet minimum staff and training requirements and do not pose any threat to the health, safety, or well-being of the children. Each employee's file shall contain, at a minimum, the following:

*a.* A statement signed by each individual indicating whether or not the individual has any conviction by any law of any state or if the individual has any record of founded child abuse or dependent adult abuse.

*b.* A copy of Form 595-1396, DHS Criminal History Record Check, Form B. The center shall complete the form and forward it to the department before the start of employment.

*c.* A copy of Form 470-0643, Request for Child Abuse Information.

*d.* A physical examination report. Personnel shall have good health as evidenced by a preemployment examination, including testing for communicable diseases which shall include testing for tuberculosis, performed within six months prior to beginning employment by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner and repeated at least every three years after initial employment.

*e.* Documentation showing the minimum staff training requirements as outlined at rule 441—109.7(237A) are met, including current certifications in first aid and cardiopulmonary resuscitation (CPR) and Iowa's training for the mandatory reporting of child abuse.

*f.* A photocopy of a valid driver's license if the staff will be involved in the transportation of children.

**109.9(2) *Child's file.*** Centers shall maintain sufficient information in a file for each child, which shall be updated at least annually or when the parent notifies the center of a change or the center becomes aware of a change, to ensure that:

*a.* A parent or an emergency contact authorized by the parent can be contacted at any time the child is in the care of the center.

*b.* Appropriate emergency medical and dental services can be secured for the child while in the center's care.

*c.* Information is available in the center regarding the specific health and medical needs of a child, including information regarding any professionally prescribed treatment. Information shall include a physical examination report as required at subrule 109.10(1). For a center serving school-age children that operates in the same school facility in which the child attends school, documentation shall include a statement signed by the parent that the immunization information is available in the school file.

*d.* A child is released only to authorized persons.

*e.* Documentation of injuries, accidents, or other incidents involving the child is maintained.

*f.* Parent authorization is obtained for a child to attend center-sponsored field trips and non-center activities. If parental authorization is obtained on an authorization form inclusive of all children participating in the activity, the authorization form shall be kept on file at the center.

**109.9(3) *Immunization certificates.*** Signed and dated Iowa immunization certificates, provided by the state department of public health, shall be on file for each child enrolled as prescribed by the department of public health at 641—Chapter 7.

**109.9(4) *Daily activities.*** For each child under two years of age, the center shall make a daily written record. At the end of the child's day at the center, the daily written record shall be provided verbally or in writing to the parent or the person who removes the child from the center. The record shall contain information on each of these areas:

*a.* The time periods in which the child has slept.

*b.* The amount of food consumed and the times at which the child has eaten.

*c.* The time of and any irregularities in the child's elimination patterns.

*d.* The general disposition of the child.

*e.* A general summary of the activities in which the child participated.