

## **PARENT GUIDE TO CHILD DEVELOPMENT HOME REGISTRATION**

Iowa uses a system for regulation of child development homes known as registration. Providers self-certify that they meet the minimum requirements for registration. Iowa law limits the number of children a home may care for, whether the home is registered or not. A nonregistered child care home may care for up to five children. The requirements listed in this document apply to registered child development homes.

In issuing a registration certificate, the Department of Human Services (DHS) is stating that the provider has certified in writing that they will comply with the state regulations in all areas of child development home operation. Responsibility for making sure the requirements are met rests primarily with the provider, the parents of children attending that child development home, and the community.

All child development home providers have certified to DHS that their child development home meets all of the requirements described here. (These requirements come from 441 Iowa Administrative Code, Chapter 110.) They must display their *Certificate of Registration* in a conspicuous place. You may review the registration file on a child development home by making arrangements with the local DHS office.

If you have good reason to believe a child development home does not meet these requirements, please report the problem to the local DHS office. Your verbal or written report should include the name and address of the home and each specific requirement you believe is not being met. A staff person from DHS will contact the child development home to investigate.

DHS must check 20 percent or more of all child development homes in the county during the calendar year for compliance with registration requirements contained in this handbook.

**Number of Children.** No greater number of children shall be received for care at any one time than the number authorized on the registration certificate.

The number of children allowed under each category is shown in the following chart. For all categories, a provider’s own infant and preschool-age children **are** counted in the total, but the provider’s own children who are attending school **are not** counted.

<b>CHILD DEVELOPMENT HOMES Number of Children Allowed in Care</b>			
	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
<b>Under 24 months</b>	4 at a time- Only 3 may be under the age of 18 months	4 at a time – Only 3 may be under the age of 18 months	4 at a time Both providers must be present when 4 children under the age of 18 months are in care.
<b>Under school age, including under 24 months</b>	6	6	12 If more than 8 are present, both providers must be present.
<b>School-aged</b> (kindergarten or a higher grade)	2 for less than 2 hours at a time	4— Can be full-time in child care when no school. Assistant required if more than 8 are present for more than 2 hours at a time.	2 for less than 2 hours at a time
<b><u>Additional part-time</u></b>	0	2 at any one time	2 at any one time
<b>Maximum capacity</b>	8	12	16— If more than 8 children are present, both providers must be present.
<b>Maximum for inclement weather and emergency school closings</b>	8	12— If more than 8 children are present, must have a 14 year-old assistant.	16— If more than 8 are present, must have 18-year-old assistant.

Facility and provider requirements vary, based on the category of Child Development Home. The following chart outlines the facility, provider, and training requirements for Child Development Homes.

<b>CHILD DEVELOPMENT HOMES</b> <b>Facility, Provider, and Training Requirements</b>			
<b>Category</b>	<b>Facility Requirements</b>	<b>Provider Qualifications</b>	<b>Training Requirements</b>
<b>A</b>	<ul style="list-style-type: none"> <li>◆ Fire extinguisher</li> <li>◆ Smoke detectors</li> </ul>	<ul style="list-style-type: none"> <li>◆ 18 years old</li> <li>◆ 3 reference letters</li> </ul>	<ul style="list-style-type: none"> <li>◆ Within 1st 3 months:</li> <li>◆ Mandatory reporter training</li> <li>◆ First aid with rescue breathing</li> <li>◆ 1st year of registration: 12 hours training, 2 hours must be health and safety</li> <li>◆ 2nd year and following: 12 hours of training</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>◆ 35 square feet per child indoors</li> <li>◆ 50 square feet of child space outdoors</li> <li>◆ Quiet area for sick children</li> <li>◆ Fire safety:</li> <li>◆ Fire extinguisher</li> <li>◆ Smoke detectors</li> <li>◆ Two direct exits</li> </ul>	<ul style="list-style-type: none"> <li>◆ 20 years old</li> <li>◆ High school diploma or GED</li> <li>◆ Have either:</li> <li>◆ 2 years experience working directly with children in child care, or</li> <li>◆ CDA or 2- or 4 -year degree in child care related field AND 1 year of experience working directly with children in child care</li> </ul>	<ul style="list-style-type: none"> <li>◆ Within 1st 3 months:</li> <li>◆ Mandatory reporter training</li> <li>◆ First aid with rescue breathing</li> <li>◆ 1st year of registration: 12 hours training, 2 hours must be health and safety</li> <li>◆ 2nd year and following: 12 hours of training</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>◆ 35 square feet per child indoors</li> <li>◆ 50 square feet of child space outdoors</li> <li>◆ Quiet area for sick children</li> <li>◆ Fire safety:</li> <li>◆ Fire extinguisher</li> <li>◆ Smoke detectors</li> <li>◆ Two direct exits</li> </ul>	<ul style="list-style-type: none"> <li>◆ 21 years old</li> <li>◆ High school diploma or GED</li> <li>◆ Have either:</li> <li>◆ 5 years experience working directly with children in child care, or</li> <li>◆ CDA or 2- or 4-year child-care-related degree AND 4 years experience working directly with children in child care</li> </ul>	<ul style="list-style-type: none"> <li>◆ Within 1st 3 months</li> <li>◆ Mandatory reporter training</li> <li>◆ First aid with rescue breathing</li> <li>◆ 1st year of registration 12 hours training, 2 hours must be health and safety</li> <li>◆ 2nd year and following 12 hours of training</li> </ul>

## **CHILD DEVELOPMENT HOME STAFF**

### **Record checks**

DHS submits record checks for:

- ◆ Every operator of a child development home.
- ◆ All staff members, including substitute providers, with direct responsibility for child care.
  - Anyone 14 years and older who is living in the child development home.
  - Anyone who might have access to a child when the child is alone.

The purpose of the record checks is to determine whether the person has any founded child abuse reports, criminal convictions, or is on the sex offender registry.

If the record check shows that the person has any of the following criminal convictions or founded child abuse records, that person cannot be registered as a child development home provider, work or live in a child development home, receive public funding for providing child care, or live in a home that receives public funding for providing child care.

- Founded child or dependent abuse that was determined to be sexual abuse.
- Placement on the sex offender registry.
- Felony child endangerment or neglect or abandonment of a dependent person.
- Felony domestic abuse.
- Felony crime against a child including but not limited to sexual exploitation of a minor.
- A forcible felony.

If the record check shows that the person has any of the following criminal convictions or founded child abuse records, that person cannot be registered as a child development home provider, work or live in a child development home, receive public funding for providing child care, or live in a home that receives public funding for providing child care for a period of five years from the date of the conviction/founded child abuse report.

- Conviction of controlled substance offense under Chapter 124.
- Founded child abuse that was determined to be physical abuse.

If the record check shows a criminal conviction or founded child abuse report for convictions other than those listed above, the department sends that person a *Record Check Evaluation* form. On this form, the individual explains the nature of the incident, changes they have made since the incident, and why they think they should be approved in spite of the incident. After reviewing the *Record Check Evaluation* form, DHS determines if the person can be registered or live in a registered home.

In the evaluation the department considers:

- ◆ The nature and seriousness of the crime or abuse in relation to the position sought.
- ◆ The time elapsed since the commission of the crime or founded abuse.
- ◆ The circumstances under which the crime or founded abuse was committed.
- ◆ The degree of rehabilitation.
- ◆ The number of crimes or founded abuses committed by the person involved.

### **Providers**

The provider must:

- ◆ Give careful supervision at all times.
- ◆ Frequently exchange information with the parent of each child to enhance the quality of care.
- ◆ Give consistent, dependable care and be capable of handling emergencies.
- ◆ Be present at all time except if emergencies occur or when an absence is planned, at which time DHS-approved substitute care is provided. When an absence is planned, the parents shall be given at least 24 hours' prior notice.

### **Assistants**

Depending on the number of children in care, the provider may be required to have an assistant. The minimum age requirement for the assistant varies, depending on the category of Child Development Home (please refer to "Number of Children Allowed in Care" chart). The purpose of the assistant is to help the provider, not to substitute for the provider. The assistant may never be left alone with the children. Ultimate responsibility for supervision of the children is with the child care provider.

### **SUBSTITUTES**

Substitute providers must be 18 years of age or older. The child care provider shall assume responsibility for providing adequate and appropriate supervision at all times children are in attendance. Any substitute provider shall have the same responsibility for providing adequate and appropriate supervision. Ultimate responsibility for supervision will be with the child care provider. All child development home regulations regarding supervision and care of children apply to substitutes.

Except in emergency situations, the child care provider shall inform parents in advance of the planned use of a substitute provider.

Substitute care may be used in the home up to 25 child care hours per month and for an additional period of up to two weeks in a 12 month period. This limit applies to the child development home, regardless of the number of individuals who may be providing the substitute care. The provider shall maintain a written record of the number of hours substitute care was provided, including the date and the name of the substitute provider.

## **CHILD DEVELOPMENT HOME PROGRAM STANDARDS**

**Activity Program.** There is an activity program which promotes self-esteem and exploration and includes:

- ◆ Active play.
- ◆ Quiet play.
- ◆ Activities for large muscle development.
- ◆ Activities for small muscle development.
- ◆ Play equipment and materials in a safe condition, for both indoor and outdoor activities which are developmentally appropriate for the ages and number of children present.

**Children's Files.** All of the following information must be in your child's individual file on the first day your child attends child care:

- ◆ The child's name, birth date, parent's name, address, telephone number, special needs, and your work address and telephone number.
- ◆ A list signed by you which gives the name, telephone number, and relationship of all persons authorized to pick up your child.
- ◆ Emergency information including where you can be reached; the name, street address, city and telephone number of the child's regular source of health care; and the name, telephone number, and relationship to the child of another adult available in case of emergency.
- ◆ A signed medical consent from your authorizing emergency treatment.
- ◆ For each infant and preschool-age child, an admission physical examination report signed by a licensed physician, which includes past health history, status of present health, allergies and restrictive conditions, and recommendations for continuing care when necessary. (A statement of health condition signed by a physician or designee must be given annually after the date of the admission physical.)
- ◆ For each school age child, a statement of health status signed by the parent or legal guardian.
- ◆ A signed and dated immunization certificate provided by the Iowa Department of Public Health. (for the school-age child, a copy of the most recent immunization record is acceptable.)

The file must also include written permission from you for your child to attend activities away from the child development home. The permission must include times for departure and arrival, destination, and the names of persons who will be responsible for the child.

**Health and Safety.** Conditions in the home are safe, sanitary, and free of hazards. This includes:

- ◆ A non-pay, working telephone with emergency numbers posted, and numbers for each child's parents, a responsible person who can be reached when the parent is unavailable, and the child's physician. A cell phone cannot be used as the primary phone.
- ◆ All medicines and poisonous, toxic, or otherwise unsafe materials secured from access by a child.
- ◆ Available first aid supplies.
- ◆ Medicines given only with parent's or doctor's written authorization.
- ◆ All accessible electrical outlets safely capped and electrical cords properly used (not running cords under rugs, over hoods, through door openings, or other use that has been known to be hazardous).
- ◆ A safety barrier surrounding any heating stove or heating element, and combustible materials kept away from furnaces, stoves, or water heaters.
- ◆ Safety gates at stairways and doors shall be provided and used as needed.
- ◆ A safe outdoor play area maintained in good condition, fenced when necessary, with both sunshine and shade areas.
- ◆ Fire or tornado emergency plans posted by all exits, with documented monthly fire and tornado drills.
- ◆ Annual laboratory analysis of a private water supply.
- ◆ Private sewer or waste water treatment facilities and equipment shall be tested for efficient functioning and improper leakage.
- ◆ Animals must have current immunizations and animal waste must be disposed of properly. Animals are not allowed in food preparation areas while food is being prepared or served.
- ◆ Pools must have fences or covers. Wading pools shall be drained daily and be inaccessible to children when not in use.
- ◆ If children are allowed to use swimming pools, written permission from parents must be on file, rescue equipment must be available, and the provider must accompany and supervise the children during water activities.

- ◆ Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized in writing by a physician.
- ◆ Smoking and the use of tobacco products is prohibited in areas that may be used by children receiving care in the home, in the outdoor play area, and in any vehicle in which children receiving care in the home are transported during the home's hours of operation.
- ◆ The provider must inform you about any pets in the home.

**Meals.** Regular meals and midmorning and midafternoon snacks shall be provided which are well balanced, nourishing, and in appropriate amounts. Children may bring food to the child development home for their own use, but may not be required to provide their own food.

**Discipline.** Discipline shall conform to the following standards:

- ◆ Corporal punishment including spanking, shaking, and slapping shall not be used.
- ◆ Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
- ◆ Punishment shall not be administered because of child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
- ◆ No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.
- ◆ Discipline shall be designed to help the child develop self-control, self-esteem, and respect for the rights of others.