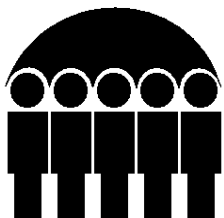


Revised March 13, 2009

Employees' Manual
Title 12
Chapter E Appendix

CHILD CARE CENTER

APPENDIX



Iowa
Department
of
Human Services

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Application for a License to Operate a Child Care Center, Form 470-0722 and 470-0722(S)

Purpose	The center applies for an initial or renewal license by submitting form 470-0722 or 470-0722(S), <i>Application for a License to Operate a Child Care Center</i> , and the supporting documentation required.
Source	The licensing support staff issue the initial and renewal licensing packets with the application form.
Completion	Licensing support staff mail the form to: <ul style="list-style-type: none">◆ Centers requesting to apply for an initial license and◆ Centers whose license will expire in 60 days. <p>The center completes the form.</p> <p>If the center fails to return the application for renewal by the last day of the licensing period, the license expires and is no longer valid.</p>
Distribution	The center mails the completed form along with the required support documentation to the assigned child care licensing consultant.
Data	The form requests identifying information, the ages of children to be served, and hours of operation.

Certificate of License, Form 470-0618

Purpose	Form 470-0618, <i>Certificate of License</i> , authorizes a center to operate for the period specified on the license.
Source	Use the CLICS system to complete the form.
Completion	The licensing support staff issues the <i>Certificate of License</i> when the licensing study has been successfully completed. The child care administrator signs the form electronically.
Distribution	The licensing support staff prints the certificate and mails it to the approved center. An electronic copy is kept in the CLICS system.
Data	The certificate indicates the type and term of licensure, the maximum number of children to be cared for, and name and address of the facility.

Child Care Center Complaint, Form 470-4067 and 470-4067(S)

Purpose	Form 470-4067 or 470-4067(S), <i>Child Care Center Complaint</i> , is used to document information about a complaint inspection.
Source	Use the CLICS system to issue the English version of this form and to access complete information on complaints and process. Print or photocopy the Spanish version from the sample in the manual.
Completion	The child care consultant completes this form every time a complaint inspection is conducted. The report may be translated into Spanish for the center if appropriate.
Distribution	The licensing support staff prints the completed form and mails it to the center. The Department keeps an electronic record of the form for the public to view.
Data	The form contains: <ul style="list-style-type: none">◆ Facility identifying information.◆ The identification of the concern that was alleged and the corresponding licensing rules and laws that are the subject of the inspection,◆ A summary of how the complaint was investigated,◆ What was found in regard to compliance with licensing rules and laws, and◆ What changes occurred or corrections were requested in response to the findings or complaint event.

Child Care Center Evaluation and Recommendation for License, Form 470-0724 and 470-0724(S)

Purpose	Form 470-0724 and 470-0724(S), <i>Child Care Center Evaluation and Recommendation for License</i> , contains the final report and licensing recommendations for licensing inspection visits that are not related to complaints.
Source	Use the CLICS system to access, complete, and process the English version of this form. Print or photocopy the Spanish version from the sample in the manual.
Completion	The child care consultant completes this form every time a licensing inspection is conducted or an administrative change is made. Licensing inspections are made as follows: <ul style="list-style-type: none">◆ Initial and renewal licensing inspections.◆ Unannounced inspection not associated with a complaint.◆ Provisional license inspection to determine whether a center complies with standards imposed by licensing rules and laws. For initial and renewal licensing, used the data from form 470-3940, <i>Licensing Regulation Checklist</i> , to complete this form. For all other licensing inspections, identify the licensing regulations reviewed and compliance findings for each rule category reviewed.
Distribution	The licensing support staff prints the completed form and mails it to the center. The Department keeps an electronic record of the form for the public to view.
Data	The form contains: <ul style="list-style-type: none">◆ Identifying information◆ Date and reason for visit or change◆ Information on licensing visits◆ Fire inspection information◆ License and program types and schedule◆ Consultant's licensing recommendations◆ Corrective actions taken under a provisional license

- ◆ Areas observed on the visit
- ◆ Observed strengths of the center
- ◆ Aspects of operation that fall below the standards reviewed
- ◆ Special notes and recommendations

DHS Criminal History Record Check, Form 595-1396 or 595-1396(S)

Purpose	<p><i>DHS Criminal History Record Check</i>, form 595-1396 or 595-1396(S), its Spanish translation, is used to request a check for criminal records on persons who work in a child care center. The Division of Criminal Investigations also uses this form to report the results of the check.</p>
Source	<p>The English version of this form is printed in pads of 50 two-part carbonized sets and can be ordered from Iowa Prison Industries. It is also available electronically from the licensing support staff.</p> <p>Print or photocopy the Spanish version from the sample in the manual.</p>
Completion	<p>Center staff complete this form for each person working or applying for employment in the center:</p> <ul style="list-style-type: none">◆ Upon application for employment.◆ Every two years after hire.◆ When there is reason to believe there is a transgression.
Distribution	<p>The center sends the completed form to the licensing support staff or e-mails it to recordcheck@dhs.state.ia.us.</p> <p>The licensing support staff tracks when the form was sent, when a response was received and the response.</p> <p>When the Iowa Division of Criminal Investigation returns the form to the Department:</p> <ul style="list-style-type: none">◆ Return the form to the center when a criminal record is not found. The center needs this form in its personnel records to verify the record check occurred.◆ Keep the form when a criminal record is found and notify the child care consultant supervisor responsible for making the Department's decision regarding involvement with child care.
Data	<p>The form contains a waiver from the current or prospective employee, identifies the employee, and identifies "child day care" as the purpose for the check. DCI indicates the results of the check and attaches the record if one is found.</p>

Licensing Regulation Checklist, Form 470-3940

Purpose	<p>Form 470-3940, <i>Licensing Regulation Checklist</i>, identifies compliance with licensing regulations during inspections for an initial license and renewal licenses.</p> <p>The information on this form is used to complete the <i>Child Care Center Evaluation and Recommendation for License</i>, form 470-0724 or 470-0724(S), for an initial and renewal licensing inspection.</p>
Source	<p>Use the CLICS system to access and complete this form.</p>
Completion	<p>The child care consultant completes this form when conducting initial and renewal licensing inspections.</p>
Distribution	<p>The completed form is not distributed because it is a tool used to complete the final licensing report. The completed form may be shared with the child care center along with the final licensing report.</p>
Data	<p>The form lists each standard in 441 IAC 109, covering:</p> <ul style="list-style-type: none">◆ Administration◆ Parental participation◆ Personnel◆ Professional growth and development◆ Staff ratio requirements◆ Records◆ Health and safety policies◆ Physical facilities◆ Activity program requirements◆ Food services◆ Extended evening care◆ Get-well center

Notice of Action for Child Care Centers, Form 470-4243 and 470-4243(S)

Purpose	<i>Notice of Action for Child Care Centers</i> , form 470-4243 or 470-4243(S), is used to notify the applicant of provisional or full licensing decisions.
Source	Use the CLICS system to complete the English version of the form. Print or photocopy the Spanish version from the sample in the manual.
Completion	The licensing support staff send the form when a center licensing decision is made to issue a full or provisional license.
Distribution	Print and send the completed form to the center.
Data	The form is automatically completed from information from the <i>Child Care Center Evaluation and Recommendation for a License</i> , form 470-0724, or may be manually completed from form 470-0724(S).

Notice of Decision: Services, Form 470-0602 and 470-0602(S)

Purpose	<p>Form 470-0602, <i>Notice of Decision: Services</i>, provides notice:</p> <ul style="list-style-type: none">◆ To providers regarding a negative licensing action (the denial, suspension, or revocation of a license).◆ To persons with a transgression regarding a decision about their involvement with child care.
Source	<p>Complete the English and Spanish version of the form on line using the template available through the public state-approved forms folder on Outlook. Use the pull-down menu specific to the type of decision being made.</p>
Completion	<p>The child care consultant supervisor completes this form. The effective date on this form is eleven days from the date the form is mailed. If the eleventh day is a weekend or holiday, the effective date is the next business day.</p> <p>The supervisor makes all final decisions on licensing denial, suspension, revocation, and involvement with child care after consultation with the child care licensing consultant, policy staff and legal counsel, as needed.</p>
Distribution	<p>The licensing support staff sends this form by certified mail.</p> <ul style="list-style-type: none">◆ For a negative licensing decision, send the original to the center and place a copy of the signed form in the licensing file.◆ For a decision about a person's involvement with child care:<ul style="list-style-type: none">• Send form 470-2386 or 470-2386(S), <i>Record Check Decision</i>, to the person along with the <i>Notice of Decision: Services</i>.• Place a copy of the signed <i>Notice of Decision: Service</i> in the child care consultant supervisor's file. The <i>Notice of Decision</i> regarding involvement with child care is not a public record and cannot be shared with the center, because child abuse reports and criminal record information from the Division of Criminal Investigation are not public records.

- Send a letter to the center informing the center as to whether the person with a transgression can be involved with child care and any conditions or corrective action plan related to the approval of the person's involvement with child care.

Data

The form explains the action and gives the rule and manual references supporting the action.

Permission to Open Without a License, Form 470-4690 and 470-4690(S)

Purpose	Form 470-4690, <i>Permission to Open Without a License</i> , is used to allow a new provider to operate for 120 days, until the first licensing visit.
Source	Use the CLICS system to complete the English version of the form. Type the Spanish version using the wording of the sample in the manual.
Completion	The child care consultant completes this form when the center has submitted: <ul style="list-style-type: none">◆ A complete application for a license.◆ An approved fire marshal's report.◆ A floor plan indicating room descriptions and dimensions, including location of windows and doors.◆ Approval of occupancy by the local building inspector.◆ Evidence that the center director meets the minimum personnel qualifications or has an approved plan to meet those qualifications.
Distribution	The licensing support staff sends this form to the provider. The provider must display this form in place of a license.

Record Check Decision, Form 470-2386 and 470-2386(S)

Purpose	The child care consultant supervisor uses form 470-2386, <i>Record Check Decision</i> , to summarize any reports of criminal conviction or founded child abuse and to recommend whether the reports merit prohibition of licensure.
Source	Complete the English version on line using the template available through the public state-approved forms folder on Outlook. Print or photocopy the Spanish version from the sample in the manual.
Completion	The child care consultant supervisor completes the form any time there is a founded report of child abuse, a record of a criminal conviction, or other transgression that does not have a mandatory prohibition from involvement with child care. A single form may be completed for more than one criminal conviction or founded child abuse report.
Distribution	<p>The licensing unit sends the original to the person that is the subject of the review, along with the <i>Notice of Decision: Services</i>. The child care consultant supervisor keeps a copy in the unit records.</p> <p>The licensing unit sends a letter to inform the center as to whether the person that is subject to the evaluation can be involved with child care and any conditions or corrective plan related to the approval of the person's involvement with child care.</p> <p>Note: Child abuse reports and criminal record information from the Division of Criminal Investigation are not public records and cannot be shared with the center.</p>
Data	<p>To complete the form, the child care consultant supervisor:</p> <ul style="list-style-type: none">◆ Checks the kind of reports being evaluated and the evaluation decision.◆ Enters the name and address of the person being evaluated and the rationale for the decision.◆ Signs and date the form.

Record Check Evaluation, Form 470-2310 and 470-2310(S)

Purpose	<p><i>Record Check Evaluation</i>, forms 470-2310 and 470-2310(S), collects information about a criminal conviction, child abuse report, or other transgression. The child care consultant supervisor uses this information to evaluate whether the person can safely be involved with child care.</p>
Source	<p>Generate the English version on line using the template available through the public state-approved forms folder on Outlook. Print or photocopy the Spanish version from the sample in the manual.</p>
Completion	<p>The licensing support staff issues the form anytime there is a founded child abuse report, a criminal conviction, or other transgression that does not have a mandatory prohibition from involvement with child care. Before mailing the form:</p> <ul style="list-style-type: none">◆ Check the kind of report being evaluated in Section A.◆ Enter the address for returning the information in Section B. <p>The person with the criminal conviction, founded child abuse or other transgression shall complete one of these forms for <u>each</u> transgression. The person being evaluated completes Sections C and D.</p>
Distribution	<p>The licensing support staff sends the form by certified mail to the person on whom the evaluation is to be completed and maintains a copy on file until the original is returned.</p> <p>The person that is the subject of the evaluation completes the form and sends the completed form to the child care consultant supervisor within ten calendar days of the date on the form.</p>
Data	<p>Parts A and B of form identify the type of transgression and the address for returning the completed. Part C indicates whether the person requests an evaluation and the purpose of the evaluation. Part D to give more information about the circumstances the transgression and the person's response to it.</p>

Request for Child Abuse Information, Form 470-0643

Purpose	Form 470-0643, <i>Request for Child Abuse Information</i> , is used to check for founded child abuse reports for persons working or applying for employment in a center.
Source	Complete the form on line using the template available through the public state-approved forms folder on Outlook.
Completion	<p>The licensing support staff complete the form when a <i>DHS Criminal History Record Check</i>, form 595-1396 or 595-1396(S), is received from a center.</p> <p>If the name is not found on the Registry, the licensing support staff attaches a label saying this and sends the form to the center for their personnel records.</p> <p>If the name is found on the Registry as the person responsible for a registered incident, the licensing support staff notifies the child care consultant supervisor, who generates the Department decision regarding involvement with child care.</p>
Distribution	The form is maintained in the Department licensing file.
Data	The form identifies the person requesting the information and the person whose record is being checked.

Request for Child Care Training Approval, Form 470-4528

Purpose	Form 470-4528, <i>Request for Child Care Training Approval</i> , is used to document that the source of training is approved by the Department.
Source	The form is available on the Department's web site at: http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html
Completion	A training organization that is not on the list of approved providers completes the form when: <ul style="list-style-type: none">◆ A child care center plans to hold training conducted by the organization; or◆ The organization wants to market training to child care center staff.
Distribution	The training organization submits the application to the Department at the address listed on the form along with <ul style="list-style-type: none">◆ The instructor's resume or curriculum vitae;◆ The instructional plan or content outline; and◆ The training agreement on page 3 of the form. <p>The Department's decision will be entered on page 2 of the form, and the form will be returned to the training organization.</p> <p>When a center obtains training from that organization, a copy of the approved form shall be maintained in the center files.</p>
Data	The form identifies the training organization, describes the proposed training, records the decision, and provides the agreement that the training organization must enter into.

**Child Care Centers and Preschools Licensing Standards and Procedures,
Comm. 204**

Purpose	This handbook contains information and instructions to a person wishing to operate a child care center.
Source	Licensing support staff maintain a supply of these handbooks.
Completion	Licensing support staff give a handbook to applicant-providers who request an <i>Application for a License to Operate a Child Care Center</i> .
Distribution	Give one copy to each applicant-provider along with an <i>Application for a License to Operate a Child Care Center</i> , 470-0722 or 470-0722(S).
Data	The handbook contains: <ul style="list-style-type: none">◆ Licensing procedures.◆ Provider resources.◆ The minimum requirements for licensing, with an explanation of the rationale for the rule and recommendations for implementing it.◆ Samples of forms that are used by licensing staff or that may be used by providers.



January 6, 2004

GENERAL LETTER NO. 12-E-AP-24

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 13, revised; and the following forms:

- 470-0722 *Application for a License to Operate a Child Care Center, revised*
- 470-0618 *Certificate of License, revised*
- 470-0724 *Child Care Center Evaluation and Recommendation for License, revised*
- 595-1396 *DHS Criminal History Record Check, new*
- 595-1396(S) *DHS Criminal History Record Check (Spanish), new*
- 470-4036 *Gold Seal Child Care Providers, new*
- 470-3940 *Licensing Regulation Checklist, new*
- 470-0728 *Notice of Action, revised*
- 470-0602 *Notice of Decision: Services, new*
- 470-2386 *Record Check Decision, revised*
- 470-2386(S) *Record Check Decision (Spanish), new*
- 470-2310 *Record Check Evaluation, revised*
- 470-2310(S) *Record Check Evaluation (Spanish), new*
- 470-0643 *Request for Child Abuse Information, revised*
- Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures, revised*

Summary

All instructions and forms have been revised to reflect the current forms used, and the instructions have been reorganized to the current format. The changes made to Comm. 204 (formerly SS-0711) are as follows:

- ◆ The contact information for Department staff involved in child care center licensing and technical assistance resources is updated.
- ◆ Pages 3 and 4, Definitions. The definitions of child, child care center, and registered child development home are revised to be consistent with Iowa Code Chapter 237A, as amended by 2002 Iowa Acts, Chapter 1142.

- ◆ Page 5, When a License Is Required. The revision clarifies when a new license must be obtained and what must be submitted.
- ◆ Page 6, Programs That Are Not Required to Be Licensed. This section is revised to be consistent with consistent with Iowa Code Chapter 237A, as amended by 2002 Iowa Acts, Chapter 1142, with changes to licensing exemptions.
- ◆ Page 11, Approval for a Full License. This section is revised to reflect the increase in the duration of a full license from 12 months to 24 months as directed by 2002 Iowa Acts, Chapter 1142.
- ◆ Pages 12 and 13, Denial and Suspension and Revocation. These sections are revised to incorporate changes made to limits on involvement with child care by 2003 Iowa Acts, Senate File 351.
- ◆ Page 15, Licensing File. The licensing file section is revised to reflect the public nature of licensing files.
- ◆ Page 21 through 23, State Contacts. This information is updated.
- ◆ Page 45 and 49, Personnel. A change is made to the experience requirements to reflect the name change of “registered child care home” to “registered child development home.”
- ◆ Page 56, Record Checks and Evaluations. This section is revised to incorporate changes made to record checks, record check evaluations, and involvement with child care made in 2003 Iowa Acts, Senate File 351. This revision replaces the letter sent to all directors on July 23, 2003.
- ◆ Page 61 through 63, Mandatory Reporting and Universal Precautions. These sections are revised to reflect:
 - The change to child abuse mandatory reporting training. This revision replaces the letter sent to all directors on May 16, 2002.
 - The Occupational Health and Safety Administration’s regulations for universal precautions training and the National Health and Safety Performance standards for the handling of breast milk.
- ◆ Page 81, Personnel Records. This section is revised to provide additional information on how to document training in the personnel file for first aid and CPR and where to send criminal history record check forms.
- ◆ Page 87, Immunization Certificates. This section is updated to reflect the current immunizations required for children to enroll in child care.
- ◆ Page 97, Infectious Disease Control. This section is updated to reflect the National Health and Safety Performance standards. These changes include:
 - Information about handling human milk. The Centers for Disease Control and Prevention now knows that people who handle human milk in child care settings are at low risk for getting an infection from human milk. Gloves are not required for feeding or handling human milk. Gloves are not required for cleaning up spills of human milk
 - Correction of the ratio error in the disinfectant bleach water solution.

- ◆ Page 104 and 1050, First-Aid Kits. This section is revised to:
 - Be consistent with the 2002 Edition of the National Health and Safety Performance standards for the contents of a first aid kit.
 - Identify when a fanny pack may be a first-aid kit in an outdoor play area and what it must contain.
- ◆ Page 118, Facility Requirements. This section is revised to clarify that outdoor play areas can be a place where children develop physical, intellectual, emotional and social skills.
- ◆ Page 131, Environmental Hazards: Lead Based Paints. This section is updated to provide resource information on how to conduct a visual assessment of lead paint and the need to eliminate lead hazards.
- ◆ Page 169, Food Preparation, Storage and Sanitation. This section is updated to:
 - Be consistent with the 2002 Edition of the National Health and Safety Performance standards for dishwashing.
 - Recommend commercial grade dishwashers for large centers.
- ◆ Pages 171 through 178, Qualifications. These worksheets are updated to reflect the name change from “registered child care home” to “registered child development home” and to correct the requirements in the supervisor worksheet.
- ◆ Pages 187 through 190, Record Check Evaluation. The revised version of this form in both English and Spanish, Forms 470-2310 and 470 2310(S), Rev. 06/03, are now included in the handbook.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Chapter E, Appendix, from Employees’ Manual, Title 12, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	January 18, 1977
Contents (page 1)	June 20, 1989
SS-3104 (470-0722)	2/86
1	January 18, 1977
2	June 17, 1980
SS-1203-3	1/80
H-7014	Undated
3	February 20, 1979
4	October 11, 1977
SS-3206 (470-0724)	7/88
5, 6	June 20, 1989

SS-3307 (470-0728)	7/86
SS-0711 (185 pages)	10/99
7	June 19, 1984
8, 9	April 12, 1988
SS-1207-3 (470-0622)	4/88
SS-2203 (470-0694)	7/87
10, 11	June 20, 1989
SS-1606-0 (470-0643)	8/84
12, 13	April 12, 1988
470-2310	4/88
470-2386	2/88

Additional Information

If you have questions about these manual changes, feel free to contact the child care center licensing program manager at (515) 281-3582 or by e-mail at jvonarb@dhs.state.ia.us.



August 20, 2004

GENERAL LETTER NO. 12-E-AP-25

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Contents (page 1), revised; page 3, revised; page 2a, new; and the following forms:

- 470-4067 *Child Care Center Complaint*, new
- 470-0724 *Child Care Center Evaluation and Recommendation for License*, revised

Summary

The *Child Care Center Evaluation and Recommendation for License*, form 470-0724, and corresponding instructions have been revised to eliminate the use of this form for complaint inspections. A new complaint report form called *Child Care Center Complaint*, form 470-4067, has been added along with instructions.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	January 6, 2004
3	January 6, 2004
470-0724	10/02

Additional Information

If you have questions about these manual changes, feel free to contact the child care center licensing program manager at (515) 281-3582 or by e-mail at jvonarb@dhs.state.ia.us.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 6, 2005

GENERAL LETTER NO. 12-E-AP-26

ISSUED BY: Division of Behavioral, Developmental, and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, pages 8 and 12, revised; and the following forms:

470-3940 *Licensing Regulation Checklist*, revised
470-0602 *Notice of Decision: Services*, revised
Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, pages 12, 13, 21, 22, 23, 94, 119, 132, 135, and form 470-3940, *Licensing Regulation Checklist*, revised

Summary

This appendix is revised to:

- ◆ Update form 470-3940, *Licensing Regulation Checklist*, to correct rule citations and language for record checks.
- ◆ Update the appeal rights and the policy on nondiscrimination on form 470-0602, *Notice of Decision: Services*. The instructions are also updated to reflect that printed supplies of this form are no longer available.
- ◆ Change the instructions for form 470-0643, *Request for Child Abuse Information*, to reflect that printed supplies of this form are no longer available.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, as follows:
 - Revise pages 12 and 13 to make the basis for denial, suspension, and revocation of a license consistent with the language in the licensing rule when the negative action taken is related to a found abuse and criminal record which merit prohibition of a license.
 - Revise pages 21 through 23 to update contact information for the child care consultants and Child Care Resource and Referral.
 - Revise page 94 to delete the reference to syrup of ipecac.
 - Revise pages 119 and 132 to delete a reference to an appendix that does not exist.
 - Revise page 135 to reflect the Iowa Radon Coalition telephone number change.

Effective Date

May 1, 2005

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter E, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-3940 (after p. 6)	10/03
8	January 6, 2004
470-0602	8/00
12	January 6, 2004
Comm. 204	
pp. 12, 13, 21-23, 94, 119, 132, 135	12/03
470-3940 (at the end of the booklet)	10/03

Additional Information

If you have questions about these manual changes, feel free to contact your child care consultant for licensing.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

March 13, 2009

GENERAL LETTER NO. 12-E-AP-27

ISSUED BY: Bureau of Child Care and Community Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 13, revised; pages 14, 15, and 16, new; and the following forms:

- 470-0722 *Application for a License to Operate a Child Care Center*, revised
- 470-0722(S) *Application for a License to Operate a Child Care Center* (Spanish), new
- 470-0618 *Certificate of License*, unchanged
- 470-4067 *Child Care Center Complaint*, revised
- 470-4067(S) *Child Care Center Complaint* (Spanish), new
- 470-0724 *Child Care Center Evaluation and Recommendation for License*, revised
- 470-0724(S) *Child Care Center Evaluation and Recommendation for License* (Spanish), new
- 595-1396 *DHS Criminal History Record Check*, revised
- 595-1396(S) *DHS Criminal History Record Check* (Spanish), revised
- 470-3940 *Licensing Regulation Checklist*, revised
- 470-4243 *Notice of Action for Child Care Centers*, new
- 470-4243(S) *Notice of Action for Child Care Centers* (Spanish), new
- 470-0602 *Notice of Decision: Services*, revised
- 470-0602(S) *Notice of Decision: Services* (Spanish), new
- 470-4690 *Permission to Open Without a License*, new
- 470-4690(S) *Permission to Open Without a License* (Spanish), new
- 470-2386 *Record Check Decision*, unchanged
- 470-2386(S) *Record Check Decision* (Spanish), unchanged
- 470-2310 *Record Check Evaluation*, unchanged
- 470-2310(S) *Record Check Evaluation* (Spanish), unchanged
- 470-0643 *Request for Child Abuse Information*, revised
- 470-4528 *Request for Child Care Training Approval*, new
- Comm. 204 *Child Care Centers and Preschools Licensing Standards and Procedures*, revised

Summary

This chapter is revised to:

- ◆ Update form 470-0722, *Application for a License to Operate a Child Care Center*, to add financial type and expand the description of program services, schedule, and hours of operation and add a Spanish version.
- ◆ Update 470-4067, *Child Care Center Complaint*, to the version issued through the CLICS system and add a Spanish version.
- ◆ Update 470-0724, *Child Care Center Evaluation and Recommendation for License*, to the version issued through the CLICS system and add a Spanish version.
- ◆ Update forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as the Division of Criminal Investigations (DCI) has moved to a new address and has a new telephone number.
- ◆ Remove form 470-4036, *Gold Seal Child Care Providers*, as this program is no longer in operation.
- ◆ Update form 470-3940, *Licensing Regulation Checklist*, to add legislative requirements on smoking, including posting of no-smoking signs.
- ◆ Replace form 470-0728, *Notice of Action*, with form 470-4243, *Notice of Action for Child Care Centers*, issued through the CLICS system and add a Spanish version.
- ◆ Update the appeal rights and the policy on nondiscrimination on form 470-0602, *Notice of Decision: Services*, and add a Spanish version.
- ◆ Add newly numbered form 470-4690, *Permission to Open Without a License*, issued through the CLICS system and add a Spanish version.
- ◆ Update form 470-0643, *Request for Child Abuse Information*, to change the procedure and address for appeals of abuse reports.
- ◆ Add new form 470-4528, *Request for Child Care Training Approval*, used to document approval of a training provider that is not on the preapproved list.
- ◆ Update Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, as follows:
 - Cover page verifying update
 - Update contact information on the welcome page
 - Table of Contents – removal of Transition (pg 53) and re-pagination
 - Applying for a license to operate – misspelling of fire marshal
 - Update child care consultant map
 - Update child care resource and referral agencies section
 - Remove references to the talk line under “Iowa Resources”
 - Add the new publication date for the Handbook for Public Playground Safety
 - Add Internet web sites addresses of PITC and ZTT

- Add reference to the Smoke Free Air Act and information on required postings
- Remove the "Transition" section
- Add changes to policy on "Volunteers and Substitutes" from November 11, 2006
- Correct the first sentence in the last paragraph under "Staff Ratio"
- Add new example under "Examples of Determining Ratio"
- Remove references to the talk line under "Immunization Certificates"
- Update guidance on the content of the first-aid kit
- Add changes to "Transportation" requirements from July 1, 2004
- Correct other references

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter E, Appendix, Employees' Manual, Title 12, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	January 6, 2004
Contents (p. 1)	August 20, 2004
470-0722	12/02
1, 2	January 6, 2004
470-0618	2/00 (reprinted)
470-4067	7/04
2a	August 20, 2004
470-0724	7/04
3	August 20, 2004
4	January 6, 2004
595-1396	8/96
595-1396(S)	8/96
470-4036	10/03
5, 6	January 6, 2004
470-3940	5/05
7	January 6, 2004
8	May 6, 2005
470-0602	10/04
9, 10	January 6, 2004
470-2386	6/03 (reprinted)
470-2386(S)	6/03 (reprinted)
470-2310	6/03 (reprinted)
470-2310(S)	6/03 (reprinted)
11	January 6, 2004
12	May 6, 2005
470-0643	12/02
13	January 6, 2004

Comm. 204	(entire document)
Cover page	12/03
Welcome page	12/03
Contents (pps. 1-5)	12/03
Title page (Part I)	12/03
3-11	12/03
12, 13	5/05
14-17	12/03
Title page (Part II)	12/03
21-23	5/05
24-27	12/03
Title page (Part III)	12/03
31-93	12/03
94	5/05
95-104	12/03
105-118	10/03
119	5/05
120	12/03
121-130	10/03
131	12/03
132	5/05
133, 134	10/03
135	5/05
136	12/03
137-172	10/03
Title page (Part IV)	10/03
169, 171-183	10/03
595-1396	8/96
470-2310	6/03
470-2310 (Spanish)	6/03
470-3940 (15 pgs.)	5/05
Back page	undated

Additional Information

Destroy existing supplies of forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as they are outdated. Reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner. The Spanish version will no longer be printed. Print or photocopy supplies from the sample in the manual.

Refer questions about this general letter to Janice Von Arb at the Division of Field Office Support's Service Help Desk.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

September 4, 2009

GENERAL LETTER NO. 12-E-AP-28

ISSUED BY: Bureau of Child Care and Community Services
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, **CHILD CARE CENTER APPENDIX**, Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, page 21, revised.

Summary

Comm. 204, *Child Care Centers and Preschools Licensing Standards and Procedures*, is revised to update the child care consultant map.

Effective Date

Immediately.

Material Superseded

Remove the following page from Employees' Manual, Title 12, Chapter E, Appendix, and destroy it:

<u>Page</u>	<u>Date</u>
Comm. 204 21	August 2008

Additional Information

Refer questions about this general letter to Janice Von Arb at the Division of Field Office Support's Service Help Desk.