



# Iowa Department of Human Services

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Terry E. Branstad

Governor

Kim Reynolds

Lt. Governor

Charles M. Palmer

Director

09/05/13

Andrea Lunning  
1521 Central Ave.  
Estherville, IA 51334

Dear Child Care Provider,

This letter is in regards to the 09/05/13 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.
- 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.
- 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.
- 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
- 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.
- 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.
- 110.5(1)v The provider has written policies about responding to health-related emergencies.
- 110.5(4) The certificate of registration is displayed in a conspicuous place.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 90 days.**

Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each

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Emmet County Office

220 South 1<sup>st</sup> Street, Estherville, IA 51334

Phone: (712)362-7237 Fax: (515)564-4047

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of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. As we discussed, I will send a copy of this letter to CCR&R so they can help you come into compliance. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 12/05/13**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at \_\_\_\_\_ if you have any questions regarding this letter.

Sincerely,

Ellen Picray  
Social Worker Supv.

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 800-945-7827.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).