



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 24th, 2013

Kyong Wendel
1901 3rd Ave. S
Fort Dodge, IA 50501

Dear Child Care Provider,

This letter is in regards to the October 30th, 2013 compliance check of your Level C1, 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)a Numbers for police, fire, ambulance, poison information posted by phone.
- 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. (need to secure)
- 110.5(1)d Medicines are given only with written authorization from the doctor or parent. (provided copies for use)
- 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.(post by the front door)
- 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas. (add flood)
- 110.5(2)d An individual file is maintained for each substitute and contains:
- 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. (Samantha)
- 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. (Samantha)
- 110.5(8) Children's Files
- 110.5(8)d For infants and preschoolers: 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. The date of the exam is not more than 12 months before the child's first day of attendance. (five children)

110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. (one child)

110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. (one child)

110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. (one child)

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 45 days.**

Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2419 if you have any questions regarding this letter.

Sincerely,

Angela Huntington
Social Worker II

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 515-573-0038.

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 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).