

Corrective Action Plan

Date Issued November 19, 2024

Status Completed

Provider Name	Honeybee Academy
Program Type	Day Care Center
Provider Number	018043038
Program Address	101 East Redwood Avenue Brandon, SD 57005
Provider Contact	Wendy Jessip, Director

The following administrative rule has been found to be out of compliance. A corrective action plan is required to bring the provider into compliance.

Corrective Action Plan
Administrative Rule
67:42:17:20. Supervision --Center and school-age programs. A center provider supervising children must be in the same room with the children or on the playground with the children and must be able to see or hear the children, at all times.
Summary of Non-Compliance Finding
During a complaint investigation by the Office of Licensing & Accreditation (OLA) on November 13 th , 2024, it was determined that a three-year old child was left unattended and unsupervised outside for approximately eleven minutes, while the remaining children and classroom providers transitioned inside.
Corrective Action (policy/procedure, training, environmental changes, etc.):
<p>The Provider has proposed the following plan for correction:</p> <ul style="list-style-type: none"> The program director reviewed the program policy and supervision expectation with all providers. All providers will implement transitions tracking sheets that lists all children in the classroom, ensuring supervision is maintained at all times, including during transitions. <p>OLA will additionally require the following to ensure correction:</p> <ul style="list-style-type: none"> Providers will conduct face-to-name checks when transitioning to and from the classroom and at each staffing change within a room. The transition tracking sheets must also document that all areas of the playground and classroom have been checked before transitioning. The program’s written supervision policy will be reviewed and updated to ensure it effectively addresses all supervision needs by December 20, 2024. Sanford Children’s CHILD Services will provide technical assistance in reviewing and revising the program’s supervision policy. The program director will contact Sanford Children’s CHILD Services for technical assistance by November 22, 2024. <p>The supervision policy should define:</p> <ul style="list-style-type: none"> Active supervision strategies. Clear role assignments during transitions. Protocols for unsupervised child incidents. Consequences for supervision policy breaches. <ul style="list-style-type: none"> All providers will complete the “Transition Strategies” training provided by Sanford Children’s CHILD Services by December 20, 2024. The program director will contact Sanford Children’s CHILD Services to schedule this training by November 22, 2024.

Supporting Evidence:		
<ul style="list-style-type: none"> The program director will review the classroom transition tracking sheets weekly to ensure compliance. The updated supervision policy will be provided to OLA by December 20, 2024. The program director will retain all provider's training certificates for the "Transition Strategies" training provided by Sanford CHILD Services for OLA to review completion. Monitoring visits will be conducted for a period of three months to ensure compliance. 		
How Maintained:		
<ul style="list-style-type: none"> The program director will conduct regular, unannounced observations during transitions to monitor compliance with supervision and transition policies. Develop a system to document issues and corrective measures to identify trends for improvement. 		
Position Responsible:	Anticipated Completion Date:	Date Completed (for office use only):
Wendy Jessip, Director	February 28, 2025	February 28, 2025

Board Notified:
 Y N n/a

Your signature below certifies you have read and understand the non-compliance finding and submitted a plan to comply with the identified administrative rules to the Department of Social Services, Office of Licensing and Accreditation.

Wendy Jessip
 Printed Name of Provider Contact

Wendy Jessip 11-21-2024
 Provider Signature Date:

The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.

Brooke Flemmer
 Printed Name of DSS Staff

Brooke Flemmer 11/19/2024
 Signature of DSS Staff: Date:

COMPLETION DATE: (date completed)

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Brooke Flemmer

Printed Name of DSS Staff

Brooke Flemmer

Signature of DSS Staff: