

Date Issued	March 28, 2025	Status	Closed
Provider Name	RAPID CITY CHILDRENS CENTER		
Provider ID	000097111		
Provider Address	2311 Oak Ave, Rapid City, SD 57701, USA		
Provider Contact	Jodi Richter		

The items listed below are those that the provider was not in compliance with at the time of the inspection.

### Compliance Plan Action #1

**Administrative Rule:**

67:42:17:15

A child care provider shall maintain a record for each employee that includes:

- (1) The employee's name and date of birth;
- (2) The dates on which the employee began and ended employment;
- (3) Documentation of orientation and ongoing annual training, if the employee provides direct care and supervision of children;
- (4) A statement that:
  - (4a) Defines child abuse and neglect;
  - (4b) Sets forth the employee's responsibility to report all incidents of child abuse or neglect in accordance with SDCL 26-8A-3 and 26-8A-8; and
  - (4c) Is signed by the employee; and
- (5) The results of the background check.

All records required by this section must be reviewed and updated at least annually by the provider, made available to the department for verification of the contents, and retained by the provider for six months after the employee leaves the program.

**Summary of Non-Compliance Finding:**

Several staff records were incomplete and need additional information.

The following items were missing from the staff records:

- TW - CPR
- AS - DOB, CA&N Statement
- RT - DOB, Orientation Training, Central Registry Screening
- CM - CA&N Statement, CPR
- SR - DOB, CPR
- HH - DOB
- AB - DOB
- JK - CPR
- HE - CPR

**Corrections to be Made:**

Program must update staff records and submit verification to OLA.

**Corrections Made:**

All corrections have been addressed and completed. Verification has been submitted to OLA.

**Anticipated Completion Date:**  
March 28, 2025

**Date Completed:**  
March 28, 2025

**Compliance Plan Action #2**

**Administrative Rule:**

67:42:17:42

A provider shall maintain a record for each child that includes:

- (1) The child's name and date of birth;
- (2) The parent or guardian's name and telephone number;
- (3) An emergency contact name and telephone number;
- (4) Parental permission for emergency medical treatment;
- (5) The names of individuals authorized to pick up the child;
- (6) Health information, including any allergies or special needs;
- (7) A current immunization record or, for a school-age program, the name of the child's school;
- (8) Parental permission for medication;
- (9) The child's attendance records;
- (10) The date of the child's enrollment; and
- (11) The date on which the child's enrollment ends.

The provider shall annually review and update each record required under this section, and make the child's record available to the department, upon request.

**Summary of Non-Compliance Finding:**

Two children's records were not up-to date.

**Corrections to be Made:**

Program must update staff records and submit verification to OLA.

**Corrections Made:**

Children's records were updated and verification was sent to OLA.

**Anticipated Completion Date:**  
March 28, 2025

**Date Completed:**  
March 28, 2025

**Your signature below certifies you have read and understand the non-compliance findings and agree to make corrections to be compliant with the identified administrative rules.**

Jodi Richter

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Printed Name of Provider/Agency Contact

\_\_\_\_\_  
Signature of Provider/Agency Contact

\_\_\_\_\_  
March 20, 2025

Date

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

\_\_\_\_\_  
Tina Uecker

Printed Name of DSS Staff



3/20/2025, 3:14:50 PM

\_\_\_\_\_  
Signature of DSS Staff:

\_\_\_\_\_  
March 20, 2025

Date