



unsupervised in cribs. The classroom was divided by a closed partition, creating two separate rooms—one for awake infants and one for sleeping infants. No staff were present to supervise the sleeping infants during this time. A teacher left a classroom to place a child down for a nap, resulting in four children being left unsupervised in the classroom. The program allowed a child to leave their assigned classroom and walk unaccompanied down the hallway to another classroom. The teacher in the second classroom would then leave her group to retrieve the child, leaving the children in her care unsupervised.

**Corrections to be Made:**

Children must be supervised at all times. The program is required to submit a written plan to the Office of Licensing & Accreditation outlining how staff will ensure continuous supervision of all children, including during transitions and nap times. In addition, the program must contact Early Childhood Connections to schedule a supervision training, which must be attended by all current staff and the owner. Upon completion, training certificates must be submitted to the Office of Licensing & Accreditation. The program must also provide a separate written plan specifically addressing how sleeping infants will be adequately supervised to ensure their safety and well-being.

**Corrections Made:**

The program submitted a plan of action to the Office of Licensing & Accreditation outlining how children will be supervised at all times. A supervision training with Early Childhood Connections has been scheduled for April 28, 2025, with all staff and the owner expected to attend. Training certificates will be submitted to the Office of Licensing & Accreditation upon completion. Additionally, the program submitted a written plan detailing how sleeping infants will be supervised to ensure their safety and well-being.

**Anticipated Completion Date:**

April 04, 2025

**Date Completed:**

April 16, 2025

**Compliance Plan Action #3**

**Administrative Rule:**

67:42:17:43

A provider shall have:

- (1) A written emergency preparedness and response plan for emergencies resulting from a natural disaster or a man-caused event;
- (2) A written plan for evacuation, relocation, shelter-in-place, or a lock-down, that includes accommodations for infants, toddlers, and children with disabilities or medical conditions;
- (3) A written procedure for communication and reunification with parents; and
- (4) A written procedure for the continuity of operations.

A provider shall practice the evacuation, shelter-in-place, and lock down procedures, outlined in the emergency preparedness and response plan, at least twice each calendar year. The provider shall document the dates on which the procedures are practiced. A provider shall communicate the emergency preparedness and response plan to each individual at the time the individual begins employment. Except for family day care, all child care providers shall have liability insurance. Proof of current liability insurance shall be made available to the department, upon request.

**Summary of Non-Compliance Finding:**

Program only had documentation of one fire drill completed. The program was missing one fire drill, two lock-down drills, and two shelter-in-place drills.

**Corrections to be Made:**

Program will need to make up the missing emergency preparedness drills: one fire, two lock-downs, and two shelter-in-

place.

**Corrections Made:**

The program completed the missing emergency preparedness drills—one fire drill, two lockdown drills, and two shelter-in-place drills—and submitted verification to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 04, 2025

**Date Completed:**

April 02, 2025

**Compliance Plan Action #4**

**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:**

Program had seven child records that are missing required information.

**Corrections to be Made:**

Program will collect the missing information for the seven child records and submit verification to the Office of Licensing & Accreditation.

**Corrections Made:**

Program collected the missing information for the seven child records and submitted to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 04, 2025

**Date Completed:**

April 02, 2025

**Compliance Plan Action #5**

**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:**

Program has two employee records that are missing required information.

**Corrections to be Made:**

Program will collect the missing information from the two employee records and submit to the Office of Licensing & Accreditation.

**Corrections Made:**

Program collected the missing information for the two employee records and submitted to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 04, 2025

**Date Completed:**

April 04, 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.**

Kyra Phipps

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

March 24, 2025

Date

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

Andrea Neff

Printed Name of DSS Staff

AN [Handwritten signature]

3/21/2025, 12:11:55 PM

Signature of DSS Staff:

March 21, 2025

Date