

Date Issued	March 28, 2025	Status	Closed
Provider Name	DONNALEE HULING		
Provider ID	016597784		
Provider Address	22569 W Gate Rd, Box Elder, SD 57719, USA		
Provider Contact	DONNALEE HULING		

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:**

67:42:17:42

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 missing required information.

**Corrections to be Made:**

The missing information will be obtained for all children's records and submitted to the Office of Licensing & Accreditation.

**Corrections Made:**

Provider submitted the required missing child information to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 08, 2025

**Date Completed:**

March 28, 2025

### Compliance Plan Action #2

**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:**

Two employee records were missing required items.

**Corrections to be Made:**

Provider will need to collect required items and submit to the Office of Licensing & Accreditation.

**Corrections Made:**

Provider submitted the missing items for the employee records to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 08, 2025

**Date Completed:**

April 24, 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:**

Provider did not have documentation of emergency preparedness drills: 2 fire drills, 2 lock-down drills, and 2 shelter-in-place drills.

**Corrections to be Made:**

Provider will need to submit documentation of the 2024 emergency preparedness drills: 2 fire drills, 2 lock-down drills,

and 2 shelter-in-place drills.

**Corrections Made:**

Provider submitted documentation of the 2024 emergency preparedness drills to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 08, 2025

**Date Completed:**

April 24, 2025

**Compliance Plan Action #4**

**Administrative Rule:**

67:42:17:44

All toxic or hazardous substances must be:

- (1) Inaccessible to children;
- (2) Used according to manufacturer's instructions;
- (3) Stored in the original or other labeled container; and
- (4) Disposed of according to manufacturer recommendations.

Bio-contaminants must be handled and disposed of properly. Soiled diapers must be changed promptly, in a designated area, on a non-porous surface. The diaper changing area must be clean and disinfected with a sanitizing solution approved by the department. Soiled diapers must be kept in a leakproof, nonabsorbent container that is covered with a tight-fitting lid.

**Summary of Non-Compliance Finding:**

A leakproof, nonabsorbent container with a tight-fitting lid is not being used for soiled diapers.

**Corrections to be Made:**

Provider will use a leakproof, nonabsorbent container with a tight-fitting lid for soiled diapers and submit a picture to the Office of Licensing & Accreditation.

**Corrections Made:**

Provider obtained a leakproof, nonabsorbent container with a tight-fitting lid for soiled diapers and submitted a picture to the Office of Licensing & Accreditation.

**Anticipated Completion Date:**

April 08, 2025

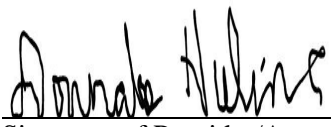
**Date Completed:**

April 24, 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.**

Donnalee Huling

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

March 28, 2025

Date

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

Andrea Neff

Printed Name of DSS Staff



3/25/2025, 4:55:25 PM

Signature of DSS Staff:

March 25, 2025

Date