

Date Issued	May 06, 2025	Status	Closed
Provider Name	MADISON COMMUNITY CENTER OST		
Provider ID	018042122		
Provider Address	500 11th St NE, Madison, SD 57042, USA		
Provider Contact	Kaylee Winrow		

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:**

At time of inspection, 1 child file didn't contain all required information.

**Corrections to be Made:**

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.

**Corrections Made:**

Verification provided that child files are all updated and contain required information.

**Anticipated Completion Date:**

**Date Completed:**

**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:**

At time of inspection, two provider files didn't contain all required information.

**Corrections to be Made:**

Two provider files need to be updated in include all requirements described in ARSD 67:42:17:15.

**Corrections Made:**

Verification received by OLA on 4/29/2025 that the provider files have been updated with required documents.

**Anticipated Completion Date:**  
May 08, 2025

**Date Completed:**  
May 12, 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.**

Kaylee Winrow

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

May 06, 2025

Date

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

Ambuer Jaacks

Printed Name of DSS Staff

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5/2/2025, 5:54:37 PM

Signature of DSS Staff:

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May 02, 2025

Date

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