

Date Issued	April 02, 2025	Status	Closed
Provider Name	KNOLLWOOD DISCOVERY CENTER		
Provider ID	016599295		
Provider Address	1701 Downing St, Rapid City, SD 57701, USA		
Provider Contact	Kellsie Judge		

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:

Program has four child records that do not include all the required information.

Corrections to be Made:

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

Corrections Made:

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

Anticipated Completion Date:

April 07, 2025

Date Completed:

April 23, 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:

One employee does not have a current five-year background recheck.

Corrections to be Made:

Program will need to schedule fingerprinting for the employee and submit five-year background recheck results to the Office of Licensing & Accreditation once received.

Corrections Made:

Program completed and received results for the employee's five-year background check.

Anticipated Completion Date:

April 07, 2025

Date Completed:

June 03, 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.

Kellsie Judge

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

April 02, 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

A handwritten signature in black ink, appearing to read "ANERR".

3/24/2025, 3:53:54 PM

Signature of DSS Staff:

March 24, 2025

Date