

Date Issued	May 02, 2025	Status	Closed
Provider Name	WILLOW CREEK CHILD CARE		
Provider ID	016597792		
Provider Address	25263 US-385, Custer, SD 57730, USA		
Provider Contact	Trenna Cooper		

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:

Children's records were not available at the time of visit. Children's records must be available to the department upon request for review.

Corrections to be Made:

All children's records must be submitted to OLA for review.

Corrections Made:

Program submitted all children's records to the Department of Social Services for review.

Anticipated Completion Date:
May 02, 2025

Date Completed:
June 09, 2025

Compliance Plan Action #2

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:

Fire, shelter in place, and lockdown drills for 2024 were not available at inspection. Dates of drills must be documented and available.

The emergency preparedness plan was not available at the inspection. The emergency preparedness plan must be available and communicated to employees.

Current liability insurance was not available at the time of inspection. Proof of current liability insurance shall be made available to the department upon request.

Corrections to be Made:

The program will submit verification of two fire, lockdown, and shelter in place drills for 2024.

The program will submit a copy of the emergency preparedness plan for the program.

The program will submit a copy of current liability insurance.

Corrections Made:

The program submitted a copy of the emergency preparedness plan, fire drills and liability insurance to OLA.

Anticipated Completion Date:

May 02, 2025

Date Completed:

June 09, 2025

Compliance Plan Action #3

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:

Staff records were not available at the time of inspection. Program must maintain a record for each employee and made available for verification of contents to OLA.

Corrections to be Made:

Program must submit staff records for all current employees to OLA.

Corrections Made:

Program submitted all staff records to OLA for review.

Anticipated Completion Date:

May 02, 2025

Date Completed:

June 09, 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.

Trenna Cooper

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

May 02, 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



Signature of DSS Staff:

April 23, 2025

Date

4/23/2025, 9:15:26 AM