

Date Issued	April 08, 2025	Status	Closed
Provider Name	APPLE TREE WEST		
Provider ID	018043200		
Provider Address	6400 W 43rd St, Sioux Falls, SD 57106, USA		
Provider Contact	Amy Hauff		

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:

67:42:17:15

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:

Not all employee records had all the required information outlined in ARSD 67:42:17:15.

Corrections to be Made:

Provider employee records should included all required information outlined in ARSD 67:42:17:15.

Corrections Made:

All employee records were updated to include the required information outlined in ARSD 67:42:17:15.

Anticipated Completion Date:
April 23, 2025

Date Completed:
June 18, 2025

Compliance Plan Action #2

Administrative Rule:

67:42:17:27

Before any medication is administered to a child, permission of the parent or guardian must be documented and must include the name of the child, the name of the medication, and the dates, times, and dosage of the medication. The

medication must be provided by the parent and kept in the original container, with the original label. The label for a prescription medication must contain the child's name, the amount and frequency of dosage, the expiration date, the physician or other licensed practitioner's name, and instructions for storage. The medication must be returned to the parent when no longer needed or expired. The provider shall document, in the child's record, any medication administered to a child and shall include the dose, the name of the child, the time and date administered, and the name of the person administering the medication. The documentation must be retained for at least six months and be made available to the child's parent upon request.

Summary of Non-Compliance Finding:

At the time of the inspection, there was no medication authorization forms completed by the parents for numerous medications that were kept on site. There was also extra and expired medication that was not returned to the child's parent.

Corrections to be Made:

Before any medication is administered to a child, permission of the parent or guardian must be documented and must include the name of the child, the name of the medication, and the dates, times, and dosage of the medication. Children's medication must be returned to the parent when no longer needed or expired.

Corrections Made:

The program obtained medication authorization forms from the parents for the medications that are kept on site. All the extra and expired medication was returned to the child's parent.

Anticipated Completion Date:
April 23, 2025

Date Completed:
April 16, 2025

Compliance Plan Action #3

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:

Not all children records included the required information outlined in ARSD 67:42:17:42.

Corrections to be Made:

All children records need to included the required information outlined in 67:42:17:42.

Corrections Made:

All children records were updated to include the required information outlined in 67:42:17:42.

Anticipated Completion Date:
April 23, 2025

Date Completed:
April 29, 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.

Amy Hauff

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

April 08, 2025

Date

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

Brooke Flemmer

Printed Name of DSS Staff



4/2/2025, 2:31:44 PM

Signature of DSS Staff:

April 02, 2025

Date