COMPLIANCE PLAN
OFFICE OF LICENSING & ACCREDITATION

Date Issued	June 25, 2025	Status	Closed

Provider Name: LIL' TOT STOP
Provider ID: 010605742
Provider Address: 236 St Olaf Ave, Baltic, SD 57003, USA
Provider Contact: Julie Wilhelmsen

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:

67:42:17:19

Maximum group sizes are determined by individual room capacity and all space used must be approved for care by the department. The provider shall ensure the number of children in care at any given time does not exceed the capacity identified on the license. Children of program employees must be included in the group size. The provider shall ensure children to staff ratios are maintained in all settings, including large indoor and outdoor space; in spaces where more than twenty children are allowed, providers shall identify which children each provider is responsible to supervise; and when room capacity does not align with the ratio requirements, a maximum of three additional children may be included in the room capacity as long as ratios are maintained.

Summary of Non-Compliance Finding:

At the time of inspection, the open play area was over capacity by 3 children, and the preschool room was over capacity by one child.

Corrections to be Made:

The provider will ensure each individual room capacity does not exceed the capacity identified on the license.

Corrections Made:

The providers in each room promptly addressed the capacity issue by relocating children to different areas of care, ensuring compliance with the licensed capacity limits and will continue this moving forward.

Anticipated Completion Date:	**Date Completed:**
June 18, 2025	May 28, 2025

Compliance Plan Action #2

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 the time of inspection, several children's records were missing immunizations.

Corrections to be Made:

The provider will obtain current immunizations for the children.

Corrections Made:

The provider submitted verification to OLA of all children's immunization records on 6/17/2025.

Anticipated Completion Date:	**Date Completed:**
June 18, 2025	June 17, 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:

At the time of inspection, several staff records were missing CPR and annual training requirements.

Corrections to be Made:

The provider will obtain current CPR and ongoing training hours for each staff member.

Corrections Made:

The provider submitted verification to OLA containing all staff's CPR and annual training hours on 6/17/2025.

Anticipated Completion Date:	**Date Completed:**

June 18, 2025 June 17, 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.

Julie Wilhelmsen

Printed Name of Provider/Agency Contact

June 25, 2025

Signature of Provider/Agency Contact Date

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

Morgan Jensen

Printed Name of DSS Staff

5/28/2025, 1:56:59 PM

May 28, 2025

Signature of DSS Staff: Date