

Date Issued	June 25, 2025	Status	Closed
Provider Name	ROBINSON, TRACY		
Provider ID	013501698		
Provider Address	2221 S Grinnell Ave, Sioux Falls, SD 57106, USA		
Provider Contact	TRACY ROBINSON		

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:

67:42:17:16

The files and records of a provider are confidential. A child's records, photographs, and information about a child or the child's family may not be shared or publicly posted, unless the parent signs a consent form. Nothing in this section prevents licensing specialists, child protective services, or law enforcement from accessing the files and records of a provider or family information.

Summary of Non-Compliance Finding:

Written consent was not obtained from parents before publicly sharing photographs of the children in care.

Corrections to be Made:

Child's records, photographs, and information about a child or the child's family may not be shared or publicly posted, unless the parent signs a consent form.

Corrections Made:

Written consent was obtained from parents to publicly share photographs of the children in care.

Anticipated Completion Date:

July 11, 2025

Date Completed:

July 02, 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:

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 ARSD 67:42:17:42.

Anticipated Completion Date:

July 11, 2025

Date Completed:

July 02, 2025

Compliance Plan Action #3

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:

The provider did not have documentation of the dates on which the six required emergency preparedness and response plan drills were conducted in the previous annual year.

Corrections to be Made:

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.

Corrections Made:

The provider is aware of the requirement to document the dates on which the six required emergency preparedness and response plan drills were conducted annually.

Anticipated Completion Date:

July 11, 2025

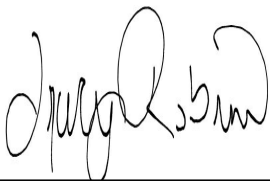
Date Completed:

June 27, 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.

Tracy Robinson

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

June 25, 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

By

6/25/2025, 1:22:45 PM

Signature of DSS Staff:

June 25, 2025

Date