

Corrections Made:

The provider sent verification to the Office of Licensing and Accreditation, confirming that all required documentation was updated in the provider's files.

Anticipated Completion Date:
July 11, 2025

Date Completed:
July 01, 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:

During the annual inspection conducted by the Office of Licensing and Accreditation, it was observed that two providers were unable to explain the appropriate procedures to follow in the event of an emergency.

Corrections to be Made:

All providers and their assistants should be knowledgeable about the emergency preparedness and response plans and procedures.

Corrections Made:

The provider conducted a review of the emergency plan with all staff members the week of June 9th, 2025.

Anticipated Completion Date:
July 11, 2025

Date Completed:
July 08, 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:

During the annual review of child files by the Office of Licensing and Accreditation, it was determined that the immunization records for five children were not up to date.

Corrections to be Made:

A provider is required to maintain a file for each child in accordance with ARSD 67:42:17:42.

Corrections Made:

The provider presented updated vaccination records for the five children.

Anticipated Completion Date:

June 30, 2025

Date Completed:

June 30, 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.

Karli Dubro

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

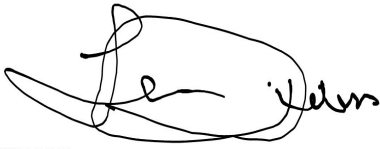
June 24, 2025

Date

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

Teri Pieters

Printed Name of DSS Staff



7/8/2025, 9:15:38 AM

Signature of DSS Staff:

July 08, 2025

Date