

April 30, 2025. The program will coordinate with Sanford Children’s CHILD Services to provide technical assistance in reviewing the supervision policy by April 15, 2025.

Supporting Evidence:

1. The updated supervision policy will be provided to OLA by April 30, 2025.
2. The director will review the the updated supervision policy with all providers by May 2, 2025.
3. Verification of the dates when Sanford Children’s CHILD Services provides technical assistance will be documented in each preschool and Pre-K provider personnel file to ensure proof of compliance.
4. OLA will conduct monitoring visits for 90 days

How Maintained:

1. The director will observe all classrooms daily to ensure active supervision strategies are followed.
2. Daily observations will be documented, including notes on whether coaching or training is needed for classroom providers.

Position Responsible:
Amanda King and Leanna HighBear

Expected Completion Date:
July 08, 2025

Date Completed:
July 15, 2025

Corrective Action Plan #2

Administrative Rule:

67:42:17:21

A center or school-age program must maintain the following ratios:

- (1) Five children to one staff for children up to three years of age;
- (2) Ten children to one staff for children three through four years; and
- (3) Fifteen children to one staff for children five years and over.

Children of program employees must be included in determining the children to staff ratio.

Summary of Non-Compliance Finding:

On March 17, 2025, the Office of Licensing and Accreditation (OLA) conducted a complaint investigation and found that the program did not meet the required staff-to-child ratios at various times throughout the day.

Corrective Action:

1. Staff-to-child ratios will be consistently maintained in accordance with ARSD 67:42:17:21.
2. The director will review the staff-to-child ratio policies with all providers by April 15, 2025. Each provider will sign an acknowledgment statement confirming their understanding and agreement to follow ARSD 67:42:17:21 Center and school-age program ratio.

Supporting Evidence:

1. The director will retain signed statements from all staff confirming their understanding of the staff-to-child ratio policy and will file a copy in each staff member’s personnel folder by April 15, 2025. These signed acknowledgments will be available for review by OLA.
2. OLA will conduct monitoring visits for 90 days.

How Maintained:

1. The director will conduct daily classroom monitoring to ensure staff-to-child ratios are consistently maintained. During each check, a monitoring log sheet will be completed, documenting the date, time, room name, names of providers present, number of children, observations made, and the director’s signature. Completed monitoring logs will be retained for 90 days and made available for review by OLA.

Position Responsible:

Amanda King and Leanna HighBear

Expected Completion Date:

July 08, 2025

Date Completed:

July 15, 2025

Corrective Action Plan #3

Administrative Rule:

67:42:17:06

A provider shall, within twenty-four hours, report to the department.

- (1) A change of address;
- (2) Any major change in the operation or ownership of the program;
- (3) A change in the household size or composition;
- (4) Damage to or a change in the condition of the facility or home;
- (5) An investigation of the provider or a program employee, by the Division of Child Protection Services or law enforcement, concerning any allegation of:

- (a) Child abuse or neglect; or
- (b) Any action that may prohibit the provider or employee from meeting background check eligibility requirements;

- (6) Any injury to a child that requires medical attention or dental care; and
- (7) The death of a child, if related to a serious injury that occurred on the premises of the child care program.

Summary of Non-Compliance Finding:

The program did not report a child's injury, which required medical attention, to the DSS - Office of Licensing & Accreditation within 24 hours.

Corrective Action:

- 1. Effective immediately, the program director or designee will report any injury requiring medical attention to DSS - Office of Licensing & Accreditation (OLA) within 24 hours of the incident. Reports will be made via phone or email.
- 2. The director will review the reporting requirements for incidents and changes in circumstances as outlined in ARSD 67:42:17:06, as well as the information provided on pages 2–4 of the Guide to Child Care Licensing Rules and Resources for Licensed Programs.
- 3. The program's incident reporting policy will be reviewed and updated to include a clear, step-by-step process for identifying, documenting, and reporting serious injuries. The revised policy will be reviewed with all individuals responsible for reporting incidents or changes in circumstances to OLA by April 18, 2025.

Supporting Evidence:

- 1. The updated policy on reporting serious injuries and changes in circumstances will be provided to OLA by April 18, 2025.
- 2. OLA will complete monitoring visits for a period of 90 days.

How Maintained:

- 1. A log of all reported incidents will be maintained, including the date of the incident, the date it was reported to OLA, and the method of reporting.

Position Responsible:
Amanda King and Leanna HighBear

Expected Completion Date:
April 18, 2025

Date Completed:
July 15, 2025

SIGNATURES

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.

Amanda King

Provider Name



Signature of Provider

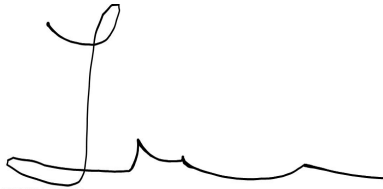
April 08, 2025

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



4/17/2025, 1:46:04 PM

Signature of DSS Staff:

April 17, 2025

Date

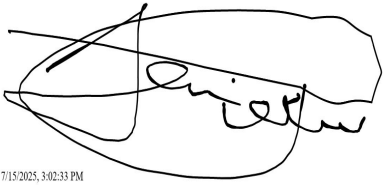
COMPLETION DETAILS

COMPLETION DATE: July 15, 2025

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Teri Pieters

Printed Name of DSS Staff

A handwritten signature in black ink, appearing to be "L. Smith", written over a horizontal line.

7/15/2025, 3:02:33 PM

Signature of DSS Staff:

July 15, 2025

Date