

Date Issued	July 17, 2025	Status	Closed
Provider Name	STEEN, GINA		
Provider ID	010601667		
Provider Address	11451 466th Ave, Sisseton, SD 57262, USA		
Provider Contact	GINA STEEN		

**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:**

67:42:17:42

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:**

Two child files were missing immunization records.

**Corrections to be Made:**

All child files need current immunization records.

**Corrections Made:**

Current immunization records are now on file for the two child records that needed updated immunization records.

**Anticipated Completion Date:**  
July 10, 2025

**Date Completed:**  
July 10, 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:**

The Provider was missing a shelter in place and two lockdown drills.

### **Corrections to be Made:**

The Provider needs to do one shelter in place and two lockdown drills.

### **Corrections Made:**

The Provider completed a second shelter in place and two lockdown drills.

**Anticipated Completion Date:**  
July 10, 2025

**Date Completed:**  
July 10, 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.**

Gina Steen

Printed Name of Provider/Agency Contact

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7/17/2025, 7:55:54 AM

Signature of Provider/Agency Contact

July 10, 2025

Date

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

Julie Hermansen

Printed Name of DSS Staff



4/8/2025, 2:47:28 PM

Signature of DSS Staff:

April 08, 2025

Date