

Date Issued	July 09, 2025	Status	Closed
Provider Name	<u>SHARP, CHARLOTTE</u>		
Provider ID	<u>010611587</u>		
Provider Address	<u>502 Stover St, Martin, SD 57551, USA</u>		
Provider Contact	<u>HARLOTTE SHARP</u>		

**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:**

67:42:17:24

Before a child may be admitted to a registered or licensed day care provider, the provider must require the child's parent or guardian to submit a statement, signed by a licensed physician, physician's assistant, certified nurse practitioner, or community health nurse, or an immunization record from the South Dakota Immunization Information System, showing that the child meets the minimum immunization requirements according to 45 C.F.R. § 98.41(a)(1)(i)(A), in effect on September 30, 2016.

The provider shall ensure that immunizations of all children are current.

For children who begin the series late or are more than one month behind in immunizations, the documentation must show progress toward achieving immunization requirements, as determined by a licensed physician, or other licensed practitioner. A grace period may be approved by the department for a child experiencing homelessness or a child in foster care.

A child is exempt from meeting the minimum age-specific immunization levels if:

- (1) The child's parent or guardian has certification from a licensed physician, or other licensed practitioner, stating that the physical condition of the child is such that an immunization would endanger the child's life or health; or
- (2) The child's parent or guardian has signed a written statement that the child is an adherent to a religious doctrine whose teachings are opposed to such immunizations.

If a child becomes ill while at a day care, the provider must separate the child from other children and notify the child's parents. If any child in the program contracts a communicable disease, the provider must notify the Department of Health. The program provider shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease.

To prevent the spread of an infestation or infectious disease, a program shall provide an individual storage unit or container for each child's personal articles.

**Summary of Non-Compliance Finding:**

Children's records were incomplete. Children's information and immunizations must be up to date at all times.

**Corrections to be Made:**

Provider must update children's records and provide verification of completion to the Office of Licensing & Accreditation.

**Corrections Made:**

The provider obtained current immunization records for children needing updated information.

**Anticipated Completion Date:**

July 18, 2025

**Date Completed:**

July 22, 2025

**Compliance Plan Action #2**

**Administrative Rule:**

67:42:17:18

All providers must obtain annual training in the topic areas identified in 45 C.F.R. § 98.41, in effect on September 30, 2016, or as identified by the department. Training must be documented and relevant to the provider’s position as determined by the department. Training may include on-site or online classes. Pediatric cardiopulmonary resuscitation renewal may not be included in annual training.

Each director and provider of center and school-age programs counted in staff-child ratios shall complete ten hours of annual training.

Each provider of family day care counted in staff-child ratios shall complete six hours of annual training.

Orientation training hours qualify as annual training hours for each provider in the year the training was completed.

Every five years, all providers shall complete additional, advanced training in each of the training areas listed in § 67:42:17:17.

**Summary of Non-Compliance Finding:**

Provider and assistants did not have training for 2024. Six hours of annual training must be completed each calendar year.

**Corrections to be Made:**

Provider must provide verification of annual training to the Office of Licensing & Accreditation.

**Corrections Made:**

Provider submitted training verification to meet the 2024 annual training requirements for the provider and assistants.

**Anticipated Completion Date:**

July 18, 2025

**Date Completed:**

July 09, 2025

**Compliance Plan Action #3**

**Administrative Rule:**

67:42:17:44

All toxic or hazardous substances must be:

- (1) Inaccessible to children;
- (2) Used according to manufacturer’s instructions;
- (3) Stored in the original or other labeled container; and
- (4) Disposed of according to manufacturer recommendations.

Bio-contaminants must be handled and disposed of properly.

Soiled diapers must be changed promptly, in a designated area, on a non-porous surface. The diaper changing area must be clean and disinfected with a sanitizing solution approved by the department. Soiled diapers must be kept in a leakproof, nonabsorbent container that is covered with a tight-fitting lid.

**Summary of Non-Compliance Finding:**

Provider did not have a diaper changing area that was easily cleanable after each use. The diaper changing area must be non-porous and easily cleanable.

**Corrections to be Made:**

Provider will send the Office of Licensing & Accreditation that they understand the rule and an easily cleanable diaper changing area is being used.

**Corrections Made:**

The provider and assistants have a clear understanding of the diaper changing requirements and will use a smooth and easily cleanable diaper changing surface.

**Anticipated Completion Date:**

July 18, 2025

**Date Completed:**

July 09, 2025

**Compliance Plan Action #4**

**Administrative Rule:**

67:42:17:35

Playgrounds for all child care settings must be safe, in good repair, and free of debris, trash, and weeds. Playground equipment must be installed according to the manufacturer’s instructions and maintained in good repair.

For a center program, a fence that measures at least four feet high is required around the center’s outdoor play space.

For a family day care or school-age program, a fence that measures at least forty-two inches high may be required to separate the outdoor play space, if the department determines a body of water, vehicular traffic, or other hazard poses a risk of injury or death to a child.

**Summary of Non-Compliance Finding:**

The playground had several weeds. The playground must be safe and free of debris, trash, and weeds.

**Corrections to be Made:**

The weeds must be removed and verification must be sent in to the Office of Licensing & Accreditation (OLA).

**Corrections Made:**

The weeds were removed from the playground area and verification submitted to OLA.

**Anticipated Completion Date:**

July 18, 2025

**Date Completed:**

July 30, 2025

**Compliance Plan Action #5**

**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:**

Provider did not have documentation of emergency drills for 2024.

**Corrections to be Made:**

Provider must complete 2 fire drills, 2 tornado drills, and 2 lockdown drills annually.

**Corrections Made:**

Provider submitted a copy of the evacuation drills that were completed in 2024; however the provider did not complete the required tornado or lockdown drills. The provider has a clear understanding of the emergency drill requirements and will ensure all required drills are completed in 2025.

**Anticipated Completion Date:**

July 30, 2025

**Date Completed:**

July 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.**

Charlotte Sharp

Printed Name of Provider/Agency Contact

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Signature of Provider/Agency Contact

July 09, 2025

Date

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

Tina Uecker

Printed Name of DSS Staff

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Signature of DSS Staff:

July 09, 2025

Date

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