

Date Issued	August 14, 2025	Status	Closed
Provider Name	LATCHKEY BEFORE & AFTER SCHOOL		
Provider ID	010605534		
Provider Address	724 N Sanborn St, Canton, SD 57013, USA		
Provider Contact	Nicole Sehr		

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:

67:42:17:20

A center provider supervising children must be in the same room with the children or on the playground with the children, and must be able to see or hear the children, at all times.

If children are in a school-age program, the provider must be able to hear or see the children, at all times, and must be close enough to intervene at all times.

Summary of Non-Compliance Finding:

Children were allowed to transition from playing outside to using the bathroom without supervision.

Corrections to be Made:

The provider will develop a plan to ensure children are always supervised.

Corrections Made:

A plan to ensure children are always supervised was provided to the Office of Licensing & Accreditation.

Anticipated Completion Date:

August 14, 2025

Date Completed:

August 13, 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:

Four children's files are missing the full names of authorized individuals to pick up the children.

Corrections to be Made:

The full names of authorized individuals who can pick up the children need to be included on the enrollment forms. .

Corrections Made:

The updated files were provided to the Office of Licensing & Accreditation.

Anticipated Completion Date:
August 22, 2025

Date Completed:
August 13, 2025

Compliance Plan Action #3

Administrative Rule:

67:42:17:15

A child care provider shall maintain a record for each employee that includes:

- (1) The employee's name and date of birth;
- (2) The dates on which the employee began and ended employment;
- (3) Documentation of orientation and ongoing annual training, if the employee provides direct care and supervision of children;
- (4) A statement that:
 - (a) Defines child abuse and neglect;
 - (b) Sets forth the employee's responsibility to report all incidents of child abuse or neglect in accordance with SDCL 26-8A-3 and 26-8A-8; and
 - (c) Is signed by the employee; and
- (5) The results of the background check.

All records required by this section must be reviewed and updated at least annually by the provider, made available to the department for verification of the contents, and retained by the provider for six months after the employee leaves the program.

Summary of Non-Compliance Finding:

Not all the providers had complete employee records.

Corrections to be Made:

All employee records with missing information must be updated.

Corrections Made:

The required documents have been reviewed and provided to the Office of Licensing & Accreditation.

Anticipated Completion Date:

September 05, 2025

Date Completed:

August 08, 2025

Compliance Plan Action #4**Administrative Rule:**

67:42:17:45

The following requirements apply to the transportation of a child:

- (1) A parent or guardian shall provide written permission for the transportation of their child;
- (2) The vehicle may not carry more people than its passenger capacity, as stated on the label affixed to the vehicle under 49 C.F.R. Parts 567 and 568, in effect on March 9, 2022;
- (3) The required staff-child ratio must be maintained when children are being transported;
- (4) The driver must be at least eighteen years of age and have a driver license to operate the vehicle being driven;
- (5) When a child is being transported in a vehicle other than a bus, the child must be restrained in a car seat, booster seat, or seat belt appropriate for the child's weight and age; and
- (6) Proof of liability insurance must be provided to the department, upon request, for any vehicle used for transporting children.

Summary of Non-Compliance Finding:

The program did not have copies of the driver's license on record.

Corrections to be Made:

The program will include a copy of the driver's license on file.

Corrections Made:

The program has updated its files to include driver's licenses for all providers who drive for the program.

Anticipated Completion Date:

August 29, 2025

Date Completed:

August 08, 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:

The program did not have a copy of the current liability insurance.

Corrections to be Made:

The provider will submit a copy of the current liability insurance to the Office of Licensing & Accreditation (OLA).

Corrections Made:

A current copy of the insurance was submitted to OLA.

Anticipated Completion Date:
August 29, 2025

Date Completed:
August 08, 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.

Sarah Pearson

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

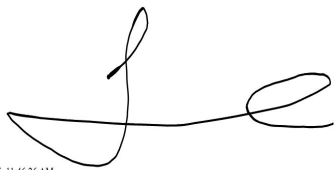
August 08, 2025

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

A handwritten signature in black ink, appearing to be 'Teri Pieters', written over a horizontal line.

8/8/2025, 11:46:36 AM

Signature of DSS Staff:

August 08, 2025

Date