

Date Issued September 02, 2025 Status Closed

Provider Name BIGELOW, JENNY

Provider ID 011517610

Provider Address 1733 Orchard Dr, Brookings, SD 57006, USA

Provider Contact JENNY BIGELOW

**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:**

67:42:17:15

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:**

At time of inspection, provider's CPR was expired.

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

The provider needs to get recertified in Pediatric CPR.

#### **Corrections Made:**

Verification of the provider's current Pediatric CPR certification has been received.

**Anticipated Completion Date:**

**Date Completed:**

**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:**

At time of inspection, two child files were missing required information.

**Corrections to be Made:**

The missing information is required and must be obtained to complete the child records.

**Corrections Made:**

Verification received that the children's files contain the required information.

**Anticipated Completion Date:**

September 03, 2025

**Date Completed:**

August 26, 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.**

Jenny Bigelow

Printed Name of Provider/Agency Contact



\_\_\_\_\_  
Signature of Provider/Agency Contact

September 02, 2025

\_\_\_\_\_  
Date

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

Ambuer Jaacks

\_\_\_\_\_  
Printed Name of DSS Staff



8/5/2025, 9:19:37 AM

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Signature of DSS Staff:

August 05, 2025

\_\_\_\_\_  
Date