

Date Issued	July 31, 2025	Status	Closed
Provider Name	Once Upon a Time		
Provider ID	1418844438		
Provider Address	100 E Cedar St, Brandon, SD 57005, USA		
Provider Contact	Devin Koskan		

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:**

67:42:17:38

The following must be inaccessible to a child:

- (1) Firearms;
- (2) Pellet guns, BB guns, and cap guns;
- (3) Matches and lighters;
- (4) Tobacco products;
- (5) Choking and strangulation hazards;
- (6) Items capable of being pulled or tipped onto a child;
- (7) A platform measuring more than thirty inches above ground level, unless surrounded by a railing that is at least thirty-six inches tall with no more than five inches between openings; and
- (8) Other hazardous condition as identified by the department.

The department may direct a provider to remove or correct a hazardous condition or circumstance not covered in this chapter, if the department considers the conditions or circumstances to have the potential to cause injury or illness to the children in care.

**Summary of Non-Compliance Finding:**

A window string was accessible to children.

**Corrections to be Made:**

Any potential choking and strangulation hazards must be inaccessible to children.

**Corrections Made:**

The hazard was immediately moved to be inaccessible to children.

**Anticipated Completion Date:**  
July 31, 2025

**Date Completed:**  
July 31, 2025

### Compliance Plan Action #2

**Administrative Rule:**

67:42:17:27

Before any medication is administered to a child, permission of the parent or guardian must be documented and must include the name of the child, the name of the medication, and the dates, times, and dosage of the medication.

The medication must be provided by the parent and kept in the original container, with the original label. The label for a prescription medication must contain the child’s name, the amount and frequency of dosage, the expiration date, the physician or other licensed practitioner’s name, and instructions for storage. The medication must be returned to the parent when no longer needed or expired.

The provider shall document, in the child’s record, any medication administered to a child and shall include the dose, the name of the child, the time and date administered, and the name of the person administering the medication. The documentation must be retained for at least six months and be made available to the child's parent upon request.

**Summary of Non-Compliance Finding:**

There was a medication form without a parent's signature, two expired medication forms, three no longer needed medications on site, and one medication that was not provided by the child's parent.

**Corrections to be Made:**

Medication must be provided by the parent and before any medication is administered to a child, permission of the parent or guardian must be documented. Medications must be returned to the parent when no longer needed or expired.

**Corrections Made:**

All medication forms were updated to be current and include parent's signature. All medication kept on site that was no longer needed was returned to parents.

**Anticipated Completion Date:**  
August 08, 2025

**Date Completed:**  
August 08, 2025

**Compliance Plan Action #3**

**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:**

Not all children records include the required information outlined in ARSD 67:42:17:42.

**Corrections to be Made:**

All children records need to include the required information outlined in 67:42:17:42.

**Corrections Made:**

All children records were updated to include the required information outlined in ARSD 67:42:17:42.

**Anticipated Completion Date:**

August 11, 2025

**Date Completed:**

August 19, 2025

**Compliance Plan Action #4**

**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 employee records had all the required information outlined in ARSD 67:42:17:15.

**Corrections to be Made:**

Provider employee records should include all required information outlined in ARSD 67:42:17:15.

**Corrections Made:**

All employee records were updated to include the required information outlined in ARSD 67:42:17:15.

**Anticipated Completion Date:**  
August 11, 2025

**Date Completed:**  
September 03, 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:**

Not all employees were knowledgeable on the program's emergency preparedness and response plans.

**Corrections to be Made:**

A provider shall communicate the emergency preparedness and response plan to each individual at the time the individual begins employment.

**Corrections Made:**

Program administration reviewed the program's emergency preparedness and response plans with all employees.

**Anticipated Completion Date:**  
August 11, 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.**

Devin Koskan

Printed Name of Provider/Agency Contact

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Signature of Provider/Agency Contact

July 31, 2025

Date

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

Brooke Flemmer

Printed Name of DSS Staff

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Signature of DSS Staff:

July 31, 2025

Date

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