

Date Issued	September 03, 2025	Status	Closed
Provider Name	<u>Boys & Girls Club of the Capital Area</u>		
Provider ID	<u>014512557</u>		
Provider Address	<u>110 S Ree St, Pierre, SD 57501, USA</u>		
Provider Contact	<u>Samson Boutchee</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:

67:42:17:30

Providers shall post a weekly menu that indicates meals and snacks to be served that week.

Summary of Non-Compliance Finding:

At the time of the inspection, the program did not have a posted weekly menu that indicates snacks served at the program.

Corrections to be Made:

A weekly menu, including all meals and snacks to be served, must be posted.

Corrections Made:

The program provided verification and corrected this immediately.

Anticipated Completion Date:

September 03, 2025

Date Completed:

July 02, 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:

At the time of the inspection, the program was unable to locate documentation of the lockdown drills conducted the previous calendar year.

At the time of the inspection, the program did not have verification of current liability insurance.

Corrections to be Made:

The program will ensure documentation of the previous year's emergency drills is available at the time of the annual inspection.

The program will ensure a current copy of its liability insurance is submitted to the Office of Licensing & Accreditation.

Corrections Made:

The program provided verification of the missing 2024 drill documentation via email later in the day on 7/2/25, following the inspection.

On 8/8/25, the program submitted verification of its current liability insurance.

Anticipated Completion Date:

September 03, 2025

Date Completed:

July 02, 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:

There was one child record missing all required information.

Corrections to be Made:

Verification of the missing child record information to be provided to the Office of Licensing & Accreditation.

Corrections Made:

The program located the missing child record information and provided verification later in the day of the inspection.

Anticipated Completion Date:

September 03, 2025

Date Completed:

July 02, 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:

At the time of the staff file inspection, there were numerous staff files that were missing the required employee record information.

Corrections to be Made:

The program will send verification of all missing employee record information within two weeks.

Corrections Made:

Verification of missing employee record items have been received.

Anticipated Completion Date:
September 03, 2025

Date Completed:
September 02, 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.

Samson Boutchee
Printed Name of Provider/Agency Contact

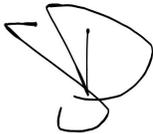


Signature of Provider/Agency Contact

August 19, 2025
Date

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

Sarah Deakins
Printed Name of DSS Staff



Signature of DSS Staff:

July 21, 2025
Date

9/3/2025, 9:42:24 AM