

Date Issued	October 24, 2025	Status	Closed
Provider Name	CROOKS COMMUNITY CHILD CARE CENTER		
Provider ID	011515297		
Provider Address	105 S West Ave, Crooks, SD 57020, USA		
Provider Contact	Melissa Boehrns		

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:

67:42:17:42

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 the time of inspection, current immunizations were missing for five children, and one child did not have parental permission for emergency medical treatment.

Corrections to be Made:

The provider will ensure all required documentation is obtained for each child.

Corrections Made:

The provider submitted verification of all required information for each child.

Anticipated Completion Date:
September 03, 2025

Date Completed:
September 15, 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 inspection, the emergency drill documentation was missing an annual shelter-in-place procedure.

Corrections to be Made:

The provider will ensure that two evacuation, shelter-in-place, and lock down procedures are completed annually.

Corrections Made:

The provider submitted verification that the remaining shelter-in-place emergency drill was conducted.

Anticipated Completion Date:
September 22, 2025

Date Completed:
September 22, 2025

Compliance Plan Action #3

Administrative Rule:

67:42:17:29

A provider shall have a written care plan for each child who has a known food allergy. The plan must contain instructions regarding any food allergens, steps to be taken to avoid that food, and a detailed treatment plan to be implemented if the child has an allergic reaction.

Summary of Non-Compliance Finding:

At the time of inspection, an allergy plan was not available for a child with a known food allergy.

Corrections to be Made:

The provider will ensure that a written allergy care plan is obtained for the child with the food allergy.

Corrections Made:

The provider submitted documentation showing the written allergy care plan for the child with a known food allergy.

Anticipated Completion Date:
September 19, 2025

Date Completed:
September 19, 2025

Compliance Plan Action #4**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:

At the time of inspection, several children's medication authorization forms either exceeded or did not outline a thirty-day expiration date for non-prescription medications.

During inspection, a child's medication was expired and had not been returned to the child's parents

Corrections to be Made:

The provider will ensure all medication authorization forms for non-prescription medications outline a thirty-day expiration date.

The provider will ensure all expired medications are returned to the parents.

Corrections Made:

Moving forward, the program will ensure children's medication authorization forms for non-prescription medications do not exceed a thirty-day expiration date.

The provider submitted verification that all no longer needed and expired medications were returned to the parents.

Anticipated Completion Date:
September 19, 2025

Date Completed:
September 19, 2025

Compliance Plan Action #5**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 inspection, three employees did not have documentation of their orientation training available, several employees lacked documentation of current CPR certification, and several had not completed the required annual training hours.

Corrections to be Made:

The provider will ensure that all required information for each staff member is obtained.

Corrections Made:

As verification of compliance was not submitted to the Office of Licensing & Accreditation by the designated completion date, a corrective action plan has been implemented.

Anticipated Completion Date:

October 28, 2025

Date Completed:

October 29, 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.

Melissa Peterson

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

September 16, 2025

Date

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

Morgan Giraldo

Printed Name of DSS Staff



8/15/2025, 8:04:37 AM

Signature of DSS Staff:

August 15, 2025

Date