
Date Issued	October 31, 2025	Status	Closed
Provider Name	SHIPPY, KAY		
Provider ID	010606814		
Provider Address	425 W 2nd St, Winner, SD 57580, USA		
Provider Contact	KAY SHIPPY		

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:

1. At the time of the inspection, there were incomplete child records.

Corrections to be Made:

1. The provider must maintain child records that include all of the above required information.

Corrections Made:

Verification of missing information has been received.

Anticipated Completion Date:

Date Completed:

Compliance Plan Action #2

Administrative Rule:

67:42:17:44

All toxic or hazardous substances must be:

- (1) Inaccessible to children;
- (2) Used according to manufacturer’s instructions;
- (3) Stored in the original or other labeled container; and
- (4) Disposed of according to manufacturer recommendations.

Bio-contaminants must be handled and disposed of properly.

Soiled diapers must be changed promptly, in a designated area, on a non-porous surface. The diaper changing area must be clean and disinfected with a sanitizing solution approved by the department. Soiled diapers must be kept in a leakproof, nonabsorbent container that is covered with a tight-fitting lid.

Summary of Non-Compliance Finding:

At the time of the inspection, the provider was not following diaper disposal requirements.

Corrections to be Made:

Soiled diapers must be kept in a leakproof, nonabsorbent container that is covered with a tight-fitting lid.

Corrections Made:

Verification has been received.

Anticipated Completion Date:
October 09, 2025

Date Completed:
October 15, 2025

Compliance Plan Action #3

Administrative Rule:

67:42:17:37

Center and school-age programs operating outside of a school building shall follow applicable construction and fire safety requirements, as outlined in chapters 61:15:05 and 61:15:06. School-age programs operating in a school building shall follow applicable construction and fire safety requirements, as outlined in chapters 61:15:01, 61:15:02, and 61:15:07.

A family day care home must have the following fire safety measures in place:

- (1) A working smoke detector must be located on each level of the home;
- (2) A fully charged, portable fire extinguisher, with a minimum 2A rating, as identified on the extinguisher label, must be kept in or within fifteen feet of the kitchen or food preparation area;
- (3) A carbon monoxide detector must be installed, according to the manufacturer’s instructions, if a fuel burning appliance is present in the home;

(4) Each level of the home must have at least two remote exits that shall remain clear of obstructions. One of these exits must be a standard-sized door, and the other may be either a standard-sized door or an unobstructed, operable window, having at least five square feet of openable space, with a minimum width of twenty inches and a minimum height of twenty-four inches; and

(5) Whenever a portable space heater, a wood burning stove, or a fireplace is in use, the heater, stove, or fireplace must be inaccessible to children.

Summary of Non-Compliance Finding:

At the time of the inspection, the fire extinguisher needed to be serviced.

Corrections to be Made:

A fully charged, portable fire extinguisher, with a minimum 2A rating within fifteen feet of the kitchen is required.

Corrections Made:

Verification was received.

Anticipated Completion Date:

October 09, 2025

Date Completed:

October 15, 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:

1. At the time of the inspection, the provider was not keeping documentation of medication that has been administered to children for at least six months.
2. The provider was discarding children's medication as it was no longer needed or expired instead of returning it to the parent.

Corrections to be Made:

- 1.. Documentation of medications administered to children must be kept for a minimum of 6 months.
2. The provider must return any medication that is no longer needed or expired to the parents.

Corrections Made:

Education of medication administration, record keeping, and disposal was reviewed with the provider to ensure she has a clear understanding of the regulation.

Anticipated Completion Date:
September 29, 2025

Date Completed:
September 29, 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:

At the time of the inspection, the provider could not locate the dates of the drills conducted in 2024.

Corrections to be Made:

The provider will ensure the dates of drills conducted in the previous year is available at the time of inspection.

Corrections Made:

Verification of drills conducted in 2024 has been received.

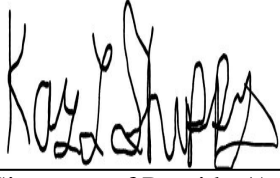
Anticipated Completion Date:
October 31, 2025

Date Completed:
October 31, 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.

Kay L Shippy

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

October 28, 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



9/26/2025, 11:15:08 AM

Signature of DSS Staff:

September 26, 2025

Date