



Corrective Action Plan

Date Issued October 10, 2025 Status Closed

Provider Name	<u>Marion School District Bear Care Program</u>
Provider Type	<u>Child Care</u>
License #	<u>1752402560</u>
Provider Address	<u>100 S Cedar St, Marion, SD 57043, USA</u>
Provider Contact	<u>Brian Brosnahan , Rita Schmidt</u>

The following administrative rules have been found to be out of compliance. A corrective action plan is required to bring the provider into compliance. Continued non-compliance could lead to revocation of your license.

Corrective Action Plan #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:

A Program Inspection was conducted by the Office of Licensing & Accreditation (OLA) on August 7, 2025. The provider record files were unavailable at the time of inspection and were submitted to OLA on September 19, 2025. A review of the records determined that information was needed for seven provider files. To date, updated information has been obtained for one provider and two providers are no longer working at the program; however information remains to be completed for four provider files.

Corrective Action:

Remaining information needed for provider files will be obtained.

Supporting Evidence:

To verify all required information has been obtained, copies of the needed records will be submitted to OLA by November 10, 2025.

How Maintained:

Provider files will be reviewed upon hire and annually thereafter to ensure all required records are on file.

Position Responsible:

Crystal Longe, Marion School District
Business Manager

Expected Completion Date:

November 10, 2025

Date Completed:

October 31, 2025

Corrective Action Plan #2**Administrative Rule:**

67:42:17:17

All providers shall, within ninety days after the date of employment, complete and obtain documentation of orientation training in the following areas:

- (1) Prevention and control of infectious diseases;
- (2) Prevention of sudden infant death syndrome and the use of safe sleep practices, if infant care is provided;
- (3) Administration of medication;
- (4) Prevention of and response to an emergency due to food allergies and other allergic reactions;
- (5) Building and physical premises safety;
- (6) Prevention of shaken baby syndrome and abusive head trauma, if infant care is provided;
- (7) Emergency preparedness and response planning for an emergency resulting from a natural disaster or man-caused event;
- (8) Handling and storage of hazardous materials and the appropriate disposal of biological contaminants;
- (9) Precautions in transporting a child, if the program provides transportation;
- (10) Recognition and reporting of child abuse and neglect;
- (11) Pediatric first aid;
- (12) Pediatric cardiopulmonary resuscitation; and
- (13) Child development.

Before a provider may care for children without supervision, the provider must complete orientation training in each of the areas listed in this section.

Summary of Non-Compliance Finding:

A Program Inspection was conducted by the Office of Licensing and Accreditation (OLA) on August 7, 2025. Provider record files were not available at the time of inspection and were later submitted to OLA on September 19, 2025. Upon review, it was determined that verification of completed orientation training was required for four provider files. To date, partial verification of the orientation training topics has been received for three of the providers; however, documentation confirming completion of all 13 required orientation training topics remains outstanding for all four providers.

Corrective Action:

Verification of completion of the remaining orientation training topics needs to be obtained.

Supporting Evidence:

To verify completion of orientation training, copies of orientation training certificates will be submitted to OLA by November 10, 2025.

How Maintained:

Provider files will be reviewed at 90 days of hire and annually thereafter to ensure that verification of completed orientation is on file.

Position Responsible:

Crystal Longe, Marion School District
Business Manager

Expected Completion Date:

November 10, 2025

Date Completed:

October 31, 2025

Corrective Action Plan #3

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:

During the Program Inspection conducted by the Office of Licensing & Accreditation (OLA) on August 7, 2025, documentation of two fire, two tornado, and two lockdown drills completed within the past year was not available. To date, verification of completed drills has not been submitted to OLA.

Corrective Action:

Verification of completed drills is needed. If documentation of drills is not available, one of each required drill is to be completed by November 10, 2025.

Supporting Evidence:

To verify compliance, documentation of two fire, two tornado and two lockdown drills completed within the past year must be submitted to OLA by November 10, 2025. If those dates are unavailable, the dates of a fire drill, tornado drill and lockdown drill completed between October 10, 2025 and November 10, 2025 must be submitted by November 10, 2025.

How Maintained:

The drills records will be reviewed annually to ensure documentation is on file.

Position Responsible:

Crystal Longe, Marion School District
Business Manager

Expected Completion Date:

November 10, 2025

Date Completed:

October 28, 2025

SIGNATURES

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.

Brian Brosnahan

Provider Name



Signature of Provider

October 28, 2025

Date

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

Deb Bigge

Printed Name of DSS Staff



10/10/2025, 12:03:04 PM

Signature of DSS Staff:

October 10, 2025

Date

COMPLETION DETAILS

COMPLETION DATE: October 31, 2025

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Deb Bigge

Printed Name of DSS Staff



11/3/2025, 1:41:37 PM

Signature of DSS Staff:

October 31, 2025

Date