
Date Issued	October 17, 2025	Status	Closed
Provider Name	St Thomas More Preschool & After School Program		
Provider ID	011515539		
Provider Address	1700 8th St, Brookings, SD 57006, USA		
Provider Contact	Marissa Kessler		

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:

67:42:17:15

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 time of inspection, 6 staff files were missing required information.

Corrections to be Made:

A child care provider shall maintain a record for each employee that includes all required information as outlined in ARSD 67:42:17:15.

Corrections Made:

Verification received that all staff files have been updated with required information.

Anticipated Completion Date:
October 29, 2025

Date Completed:
November 04, 2025

Compliance Plan Action #2

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 time of inspection, 4 child files were missing required information.

Corrections to be Made:

A provider shall maintain a record for each child that includes all required information as outlined in ARSD 67:42:17:42.

Corrections Made:

Verifications received showing that child files have all been updated with required information.

Anticipated Completion Date:
October 29, 2025

Date Completed:
November 04, 2025

Compliance Plan Action #3

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 time of inspection, child in care had a medication but there was no written permission from a parent or guardian to administer it.

Corrections to be Made:

Before any medication is administered to a child, permission of the parent or guardian must be documented

Corrections Made:

Verification received that a Medication Administration form is completed by parent which allows staff to administer medication to child.

Anticipated Completion Date:

October 17, 2025

Date Completed:

November 04, 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.

Marissa Kessler - St. Thomas More Catholic School

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

October 17, 2025

Date

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

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Printed Name of DSS Staff

AMJ [unclear]

10/17/2025, 11:10:47 AM

Signature of DSS Staff:

October 17, 2025

Date