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Date Issued	September 12, 2025	Status	Closed
Provider Name	CHRIST LUTHERAN CHURCH DAY CARE		
Provider ID	018042424		
Provider Address	701 N Main Ave, Hartford, SD 57033, USA		
Provider Contact	Kelsey Zirbel		

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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:**

67:42:17:19

Maximum group sizes are determined by individual room capacity and all space used must be approved for care by the department.

The provider shall ensure the number of children in care at any given time does not exceed the capacity identified on the license. Children of program employees must be included in the group size.

The provider shall ensure children to staff ratios are maintained in all settings, including large indoor and outdoor space; in spaces where more than twenty children are allowed, providers shall identify which children each provider is responsible to supervise; and when room capacity does not align with the ratio requirements, a maximum of three additional children may be included in the room capacity as long as ratios are maintained.

**Summary of Non-Compliance Finding:**

During inspection, Toddler Room #4 was over capacity by two children.

**Corrections to be Made:**

The provider will ensure that the individual room capacities are adhered to.

**Corrections Made:**

The staff promptly relocated the group of children to another classroom that could accommodate all ten while still complying with individual room capacity limits.

**Anticipated Completion Date:**  
September 15, 2025

**Date Completed:**  
August 25, 2025

### Compliance Plan Action #2

**Administrative Rule:**

67:42:17:26

A nap mat, blanket, or other sleep surface, other than the floor, for children over one year of age must be available for each child during nap time.

A sleep surface must be maintained in good repair.

A provider shall follow the safe sleep practices contained in **Caring for Our Children: National Health and Safety Performance Standards, 4th Edition**, for infants under the age of one.

**Summary of Non-Compliance Finding:**

At the time of inspection, two children were observed to be sleeping in bouncer seats.

During inspection, a child under one year of age was observed wearing a bib during nap time.

**Corrections to be Made:**

The provider will ensure that children are moved to a safe sleep environment immediately.

The provider will ensure that safe sleep practices are maintained at all times.

**Corrections Made:**

The providers in the room immediately relocated the two children to safe sleep environments upon request.

The provider immediately removed the bib from the child to ensure safe sleep practices were being met.

**Anticipated Completion Date:**  
September 15, 2025

**Date Completed:**  
August 25, 2025

**Compliance Plan Action #3**

**Administrative Rule:**

67:42:17:47

A child care provider shall immediately report any suspected abuse or neglect of a child to child protective services, law enforcement, or the States Attorney’s office, and cooperate fully in the investigation of any incident.

**Summary of Non-Compliance Finding:**

At the time of the inspection, not all staff were able to identify the appropriate authority to whom concerns of child abuse and neglect should be reported.

**Corrections to be Made:**

All staff will receive training on the proper procedures for identifying and reporting suspected child abuse and neglect, including who to report to and how to make a report.

**Corrections Made:**

The program conducted a staff meeting to provide training on the proper procedures for identifying and reporting suspected child abuse and neglect, including reporting protocols and required steps.

**Anticipated Completion Date:**  
September 15, 2025

**Date Completed:**  
September 25, 2025

**Compliance Plan Action #4**

**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, several children's records were missing current immunizations.

**Corrections to be Made:**

The provider will ensure documentation of all children's current immunizations is obtained.

**Corrections Made:**

Verification of the children's immunizations was received.

**Anticipated Completion Date:**

September 15, 2025

**Date Completed:**

September 25, 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 staff members were not current on CPR certification.

**Corrections to be Made:**

The provider will ensure that current CPR certification is obtained for the staff members.

**Corrections Made:**

Verification of compliance was submitted on 11/01/2025.

**Anticipated Completion Date:**

September 15, 2025

**Date Completed:**

November 10, 2025

**Compliance Plan Action #6**

**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 inspection, proof of general liability insurance was not available.

**Corrections to be Made:**

The provider will ensure that current general liability insurance is obtained.

**Corrections Made:**

Verification of compliance was received.

**Anticipated Completion Date:**  
September 15, 2025

**Date Completed:**  
September 15, 2025

**Compliance Plan Action #7**

**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:**

During inspection, two children's medications in the office had not been returned to the parents once the medication authorization form expired.

At the time of inspection, a child had two medications in the infant room, and the medication authorization forms were not available.

**Corrections to be Made:**

The provider will ensure all medications that have expired or are no longer needed are returned to the parents.

The provider will ensure that a medication authorization form accompanies both medications or that they are sent home if no longer needed.

**Corrections Made:**

Received verification that the medications were sent home with the parents.

Verification of compliance was received.

**Anticipated Completion Date:**  
September 15, 2025

**Date Completed:**  
September 25, 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.**

Kelsey Zirbel

Printed Name of Provider/Agency Contact

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Signature of Provider/Agency Contact

September 12, 2025

Date

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

Morgan Giraldo

Printed Name of DSS Staff

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Signature of DSS Staff:

August 25, 2025

Date

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