



Corrective Action Plan

Date Issued October 29, 2025 Status Closed

Provider Name	<u>CROOKS COMMUNITY CHILD CARE CENTER</u>
Provider Type	<u>Child Care</u>
License #	<u>329937636</u>
Provider Address	<u>105 S West Ave, Crooks, SD 57020, USA</u>
Provider Contact	<u>Melissa Boehrns</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:

During the Program Inspection conducted by the Office of Licensing & Accreditation on August 13th, 2025, it was found that five employee records were missing verification of current Pediatric CPR certification, and two employee records did not have verification of completed orientation training. To date, documentation verifying completion of CPR certification and orientation training for these employees has not been received.

Corrective Action:

Five employees will complete Pediatric CPR certification, and orientation training certificates for two providers must be obtained and kept on file.

Supporting Evidence:

To verify compliance with Pediatric CPR certification and orientation training requirements, the program will submit documentation verifying current Pediatric CPR certification for five employees and orientation training certificates for two employees to the Office of Licensing & Accreditation **by November 19, 2025.**

How Maintained:

Provider files will be reviewed upon hire and annually to ensure all required documentation, including orientation training, is on file.

Position Responsible:

Melissa Peterson

Expected Completion Date:

November 19, 2025

Date Completed:

November 19, 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.

Mel Peterson

Provider Name



Signature of Provider

November 04, 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



10/29/2025, 3:29:01 PM

Signature of DSS Staff:

October 29, 2025

Date

COMPLETION DETAILS

COMPLETION DATE: November 19, 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.

Morgan Giraldo

Printed Name of DSS Staff



11/19/2025, 2:31:25 PM

Signature of DSS Staff:

November 19, 2025

Date