

(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:

Nineteen child records were missing current immunization records.

Corrections to be Made:

Provide current immunization records for the nineteen child records missing them.

Corrections Made:

Current immunization records are on file for each child requiring the information.

Anticipated Completion Date:

December 30, 2025

Date Completed:

December 30, 2025

Compliance Plan Action #3

Administrative Rule:

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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:

Two staff records were missing a current CPR Certification.

One staff record was missing level I Orientation Certificates.

Corrections to be Made:

Provide current CPR certification for the two staff requiring the documentation.
Provide documentation of Level I Orientation for one staff requiring the information.

Corrections Made:

The CPR certificates for the two staff are on file at the daycare.
The orientation training certificates for one staff record is on file at the daycare.

Anticipated Completion Date:
December 30, 2025

Date Completed:
December 30, 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.

Candace Hollow Horn

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

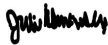
December 23, 2025

Date

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

Julie Hermansen

Printed Name of DSS Staff



12/3/2025, 4:57:49 PM

Signature of DSS Staff:

December 03, 2025

Date