

Corrective Action Plan

Date Issued	12/9/2024	Status	Closed
Provider Name	<u>Lil' Punkins Daycare</u>		
Program Type	<u>Group Family Daycare</u>		
Provider Number	<u>016597791</u>		
Program Address	<u>3747 Sonora Drive, Rapid City, SD 57701</u>		
Provider Contact	<u>Jenny Jimenez, Owner/Director</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.

Corrective Action Plan #1
<p>Administrative Rules</p> <p>ARSD 67:42:17:32 Building requirements All walls, ceilings, floors, and equipment must be easily cleanable, kept clean, and in good repair. Heating and cooling systems must maintain a temperature between sixty-five degrees Fahrenheit and seventy-five degrees Fahrenheit. For a child care center and school-age program, all heating and cooling systems must be inspected annually, by a certified technician.</p> <p>Food preparation areas, including tables and countertops, must be made of a smooth, nonporous material, kept clean and sanitized, be free of cracks, and be in good repair. Center and school-age programs, in which more than twenty children are cared for, must provide a ventilation hood over all cooking areas. The hood must be appropriate for the type of appliance and intended use, as required in § 61:15:01:01.</p> <p>ARSD 67:42:17:37 Construction and fire safety requirements Center and school-age programs operating outside of a school building shall follow applicable construction and fire safety requirements, as outlined in chapters 61:15:05 and 61:15:06. School-age programs operating in a school building shall follow applicable construction and fire safety requirements, as outlined in chapters 61:15:01, 61:15:02, and 61:15:07.</p>
<p>Summary of Non-Compliance Finding</p> <p>During the initial Facility Safety Inspection conducted by the Department of Public Safety on October 2, 2024, the following non-compliance issues were noted and remain unresolved:</p> <ul style="list-style-type: none"> • A sliding glass door on the upper level, does not meet building code requirements. • The ceiling in the gym consists of exposed sheetrock that is unpainted and not easily cleanable.
<p>Corrective Action (policy/procedure, training, environmental changes, etc.):</p> <ul style="list-style-type: none"> • The Provider will replace the sliding glass door with a swinging door that opens in the direction of egress. The provider was unable to meet the original deadline of March 10, 2025, for replacing the sliding door and has requested additional time to secure funding. A new completion date has been agreed upon for June 10, 2025. • The Provider will paint the ceiling and ensure it is easily cleanable. Verification of the completion of this project was received by OLA on March 11, 2025.
<p>Supporting Evidence:</p> <p>The Provider will submit verification to the Office of Licensing & Accreditation (OLA) when the door is replaced, and the ceiling is painted.</p>

How Maintained:		
The Provider will routinely monitor the facility to ensure that the building requirements are maintained according to ARSD 67:42:17:32 and ARSD 67:42:17:37.		
Position Responsible:	Anticipated Completion Date:	Date Completed (for office use only):
Jenny Jimenez, Owner/Director	June 10, 2025	June 17, 2025

Corrective Action Plan #2

Administrative Rule

ARSD 67:42:17:09 Program administrator qualifications. The program administrator is the director or individual responsible for planning and implementing the program in a licensed child care or school-age program and must be at least eighteen years of age and:

- (1) Have a bachelor's degree in a field of education or human development;
- (2) Have a two-year degree in early childhood education;
- (3) Have a Child Development Associate credential or comparable credential, as determined by the department;
- (4) Hold certification in a child learning philosophy and have at least one year of experience in a child care setting;
- (5) Have a child development technician diploma; or
- (6) Have four years of experience in a center or school-age program.

Summary of Non-Compliance Finding

The child care program does not currently have an individual on staff who meets the qualifications for a program administrator. The owner/director has begun the professional early childhood education training coursework to obtain her Child Development Associate (CDA) credential and is approximately half way through the training.

Corrective Action (policy/procedure, training, environmental changes, etc.):

The Provider has proposed the following plan for correction:

- The 120 hours of CDA professional early childhood education training will be completed **by March 1, 2025.**
- The Professional Resource Portfolio will be completed **by April 15, 2025.**
- The Provider will identify a CDA Professional Development Specialist who will conduct the verification visit. The provider will provide OLA with the name and the ID number of the CDA Professional Development Specialist **by May 15, 2025.**
- The Provider will apply to the National Council for Professional Recognition, by using the online application process, no later than **June 1, 2024.** After the Provider receives the "Ready to Schedule" notification email from the Council, the Provider will send a copy to OLA as verification that the Provider has submitted their application to the Council.
- After receiving the "Ready to Schedule" Notification, the provider will schedule the CDA exam, and the verification visit **within two weeks.**
- The Provider will obtain a CDA credential from the National Council for Professional Recognition no later than **September 30, 2025.**

OLA will additionally require the following to ensure correction:

- Check-ins will be completed with OLA via phone or e-mail every three weeks to monitor progress.

<ul style="list-style-type: none"> If the owner/director cannot complete the CDA requirements by the expected achievement date, an individual that meets the qualifications outlined in ARSD 67:42:17:09 will be hired by September 30, 2025. 		
Supporting Evidence:		
A copy of the CDA credential certificate will be submitted to OLA.		
How Maintained:		
The Provider will renew the CDA credential as required to maintain a current CDA certificate.		
Position Responsible:	Anticipated Completion Date:	Date Completed (for office use only):
Jenny Jimenez, Owner/Director	September 30, 2025	December 30, 2025

Board Notified:

Y N n/a

Your signature below certifies you have read and understand the non-compliance findings and submitted a plan to comply with the identified administrative rules to the Department of Social Services, Office of Licensing and Accreditation.

 Printed Name of Provider Contact

 Provider Signature Date:

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

 Printed Name of DSS Staff

 Signature of DSS Staff: Date:

COMPLETION DATE: (date completed)

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.

 Printed Name of DSS Staff

 Signature of DSS Staff:

Dear Jenny:

The Department of Social Services, Office of Licensing & Accreditation is requiring the implementation of a revised Corrective Action Plan. The Plan is established to ensure changes are made to achieve and maintain compliance with the identified Administrative Rules of South Dakota (ARSD). Continued non-compliance could lead to revocation of your child care license.

Please review, sign and return the Corrective Action Plan **by 3/21/25**.