

Date Issued	December 02, 2025	Status	Closed
Provider Name	ST. LAMBERT SCHOOL		
Provider ID	018042092		
Provider Address	1000 S Bahnson Ave, Sioux Falls, SD 57103, USA		
Provider Contact	Melissa Haupt		

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:

67:42:17:29

A provider shall have a written care plan for each child who has a known food allergy. The plan must contain instructions regarding any food allergens, steps to be taken to avoid that food, and a detailed treatment plan to be implemented if the child has an allergic reaction.

Summary of Non-Compliance Finding:

At the time of the inspection, two children did not have written plans for known food allergies.

Corrections to be Made:

Documentation of written plans to be provided to the Office of Licensing and Accreditation.

Corrections Made:

Documentation of written plans was observed during a monitoring visit on 01-09-2026.

Anticipated Completion Date:
December 23, 2025

Date Completed:
January 09, 2026

Compliance Plan Action #2

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 the time of the inspection, the program has an epi-pen that is not prescribed to any child enrolled at the program.

Corrections to be Made:

The epi pen should be disposed of by the program.

Corrections Made:

During a monitoring visit on 12-02-25, it was reported that the epi-pen has been disposed of.

Anticipated Completion Date:

December 23, 2025

Date Completed:

December 02, 2025

Compliance Plan Action #3**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:

At the time of the inspection, the dates of the emergency drills were not available.

Some staff at the site were not aware of the emergency preparedness and response plan.

Corrections to be Made:

Dates of the emergency drills to be provided to the Office of Licensing and Accreditation.

The provider is to submit a written plan as to how they will ensure that all staff, including substitutes, will be made aware of the emergency preparedness plan upon employment. In addition, provider will review plan with all staff and provide documentation of date of review to Office of Licensing and Accreditation.

Corrections Made:

During a monitoring visit completed on 12-02-25 the dates of the drills were provided to Office of Licensing and Accreditation. The written plan was reviewed.

An all staff meeting was held on 01-12-26 and the emergency preparedness plan was reviewed. The director will review the plan with any new substitute that is assigned to the site that was not a part of the staff meeting.

Anticipated Completion Date:
December 23, 2025

Date Completed:
January 12, 2026

Compliance Plan Action #4

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, several staff were not aware of their responsibility to immediately report suspected child abuse or neglect.

Corrections to be Made:

The provider is complete a mandatory reporting review session with all staff. Date of training to be provided to the Office of Licensing and Accreditation.

Corrections Made:

An all staff meeting was held at the site on 01-12-26 to review mandatory reporting.

Anticipated Completion Date:
December 19, 2025

Date Completed:
January 12, 2026

Compliance Plan Action #5

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 the inspection, two children did not have names of authorized individuals for pick up listed in their file.

Corrections to be Made:

Documentation of names to be provided to the Office of Licensing and Accreditation.

Corrections Made:

Names of authorized individuals has been added to the enrollment records.

Anticipated Completion Date:

December 23, 2025

Date Completed:

January 09, 2026

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.

Meagan Riddle

Printed Name of Provider/Agency Contact



12/2/2025, 11:50:57 AM

Signature of Provider/Agency Contact

December 02, 2025

Date

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

Rita Trager

Printed Name of DSS Staff



12/2/2025, 11:52:07 AM

Signature of DSS Staff:

December 02, 2025

Date