
Date Issued	January 16, 2026	Status	Closed
Provider Name	<u>KAREN 4 KIDS</u>		
Provider ID	<u>018042674</u>		
Provider Address	<u>216 Capital St, Yankton, SD 57078, USA</u>		
Provider Contact	<u>Shayla Hjelm</u>		

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:

67:42:17:43

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:

The program completed two fire drills and one lockdown drill in the past year. Two fire, two lockdown and two tornado drills are to be completed yearly.

Corrections to be Made:

The program will complete a lockdown drill and a tornado drill within a month.

Corrections Made:

Verification of completed drills was received.

Anticipated Completion Date:
February 13, 2026

Date Completed:
January 30, 2026

Compliance Plan Action #2

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:

Information was incomplete for 16 child records including missing immunization records for seven children, updated records/immunizations needed for 9 children, and individuals authorized to pick up was also needed for one of the 16 records.

Corrections to be Made:

Missing information must be obtained for the child records.

Corrections Made:

Verification of completed information was received for all child records.

Anticipated Completion Date:

February 13, 2026

Date Completed:

February 16, 2026

Compliance Plan Action #3

Administrative Rule:

67:42:17:17

All providers shall, within ninety days after the date of employment, complete and obtain documentation of orientation training in the following areas:

- (1) Prevention and control of infectious diseases;
- (2) Prevention of sudden infant death syndrome and the use of safe sleep practices, if infant care is provided;
- (3) Administration of medication;
- (4) Prevention of and response to an emergency due to food allergies and other allergic reactions;

- (5) Building and physical premises safety;
- (6) Prevention of shaken baby syndrome and abusive head trauma, if infant care is provided;
- (7) Emergency preparedness and response planning for an emergency resulting from a natural disaster or man-caused event;
- (8) Handling and storage of hazardous materials and the appropriate disposal of biological contaminants;
- (9) Precautions in transporting a child, if the program provides transportation;
- (10) Recognition and reporting of child abuse and neglect;
- (11) Pediatric first aid;
- (12) Pediatric cardiopulmonary resuscitation; and
- (13) Child development.

Before a provider may care for children without supervision, the provider must complete orientation training in each of the areas listed in this section.

Summary of Non-Compliance Finding:

Verification of all orientation training topics was not on file for three providers who have been employed more than 90 days.

Corrections to be Made:

Verification of needed training is to be obtained for the provider files.

Corrections Made:

Verification of training documentation was received.

Anticipated Completion Date:
January 30, 2026

Date Completed:
February 06, 2026

Compliance Plan Action #4

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:

Missing information was needed for two provider files, including verification of annual training hours and a signed child abuse and neglect acknowledgement statement for one provider.

Corrections to be Made:

Missing information must be obtained for the provider files.

Corrections Made:

Verification of completed information was received.

Anticipated Completion Date:
February 13, 2026

Date Completed:
January 30, 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.

shayla Hjelm

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

January 16, 2026

Date

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

Deb Bigge

Printed Name of DSS Staff



1/14/2026, 12:53:58 PM

Signature of DSS Staff:

January 14, 2026

Date