



transition policies.

- All classroom providers will complete training on “*Supervision and Transitions Made Simple-Extended*” provided by Sanford Children’s CHILD Services **by December 19th, 2025**.

**Supporting Evidence:**

- The director will retain all providers’ training certificates for the “*Supervision and Transitions Made Simple-Extended*” training provided by Sanford CHILD Services, to be made available for review by OLA.
- OLA will conduct monitoring visits over a three-month period to assess the implementation of the corrective action plan and ensure ongoing compliance with licensing requirements.

**How Maintained:**

- The program will develop an incident tracking system to document issues and corrective actions, helping to identify trends and areas for improvement.
- The program's playground supervision policies will be reviewed with all providers upon hire.

**Position Responsible:**  
Devin Koskan, Owner

**Expected Completion Date:**  
February 27, 2026

**Date Completed:**  
February 27, 2026

**Corrective Action Plan #2**

**Administrative Rule:**

67:42:17:19

Maximum group sizes are determined by individual room capacity and all space used must be approved for care by the department.

The provider shall ensure the number of children in care at any given time does not exceed the capacity identified on the license. Children of program employees must be included in the group size.

The provider shall ensure children to staff ratios are maintained in all settings, including large indoor and outdoor space; in spaces where more than twenty children are allowed, providers shall identify which children each provider is responsible to supervise; and when room capacity does not align with the ratio requirements, a maximum of three additional children may be included in the room capacity as long as ratios are maintained.

**Summary of Non-Compliance Finding:**

During a complaint investigation conducted by the Office of Licensing & Accreditation on November 14th, 2025, it was determined that primary care, where a provider is assigned a specific group of children, was not followed in spaces where more than twenty children were present. Additionally, there were 11 children observed in the Infant classroom, which has an individual room capacity of 10 children.

**Corrective Action:**

- The Provider will establish and implement a primary care system to ensure each child is assigned to a consistent caregiver in any groupings of 20 children or more, including during outdoor play on the playground.
- The Provider will ensure that each classroom does not exceed its approved capacity.
- Program administration met with all classroom providers on November 17th, 2025 to review the program’s policies and provide mentoring to ensure that primary care is provided in spaces where more than twenty children are present and that group sizes are maintained at all times.
- Primary care assignment sheets will be utilized to identify each caregiver and their designated group of children whenever groupings exceed 20 children, including during indoor and outdoor activities.

**Supporting Evidence:**

- Completed primary care assignment sheets, identifying each caregiver and their designated group of children for all groupings exceeding 20 children, will be maintained and made available for review by OLA.
- OLA will conduct monitoring visits over a three-month period to assess the implementation of the corrective action plan and ensure ongoing compliance with licensing requirements.

**How Maintained:**

- The director (or designee) will review primary care assignments, classroom attendance, and playground groupings daily to ensure adherence to the primary care practice and room capacity limits.
- The director (or designee) will conduct regular, unannounced checks to monitor compliance with primary care and group size requirements and retain the logs for three months for review by OLA.

**Position Responsible:**  
Devin Koskan, Owner

**Expected Completion Date:**  
February 27, 2026

**Date Completed:**  
February 27, 2026

**Corrective Action Plan #3**

**Administrative Rule:**

67:42:17:22

A program that serves twenty or fewer children, and routinely operates a mixed age group, shall meet a ratio of ten children to one staff. Each provider may care for a maximum of four children under the age of two, with no more than two children under the age of one.

A center program that serves more than twenty children in a mixed age group, must:

- (1) Maintain a ratio of five children to one staff, if the group includes three or more children under the age of three; and
- (2) In all other circumstances, maintain the children to staff ratio that is based on the age range of the majority of children in the group.

Children of program employees must be included in determining the children to staff ratio.

**Summary of Non-Compliance Finding:**

During a complaint investigation conducted by the Office of Licensing & Accreditation (OLA) on November 14th, 2025, it was confirmed that of the 33 children on the playground on November 12th, 2025, there were 9 under the age of three, 16 three and four year old's, and 8 five year old children with four providers. Five providers would be required for this mixed age group.

Additionally, during the complaint investigation it was observed ratio was not maintained according to ARSD 67:42:17:21, due to an insufficient number of providers remaining on the premises during nap time to maintain the required staff-to-child ratio in each classroom, if needed in the event children wake unexpectedly or an emergency arises.

**Corrective Action:**

- The Provider will ensure that staff-to-child ratios are consistently maintained in full compliance with ARSD 67:42:17:21 and 67:42:17:22.
- The director met with all classroom providers on November 17th, 2025 to review the program’s policies and provide mentoring to ensure that staff-to-child ratios are maintained at all times.
- Classroom providers will confirm staff-to-child ratios and ensure adequate coverage before combining classrooms at the end of the day.
- The provider will develop and implement a plan to maintain staff-to-child ratios at all times, including procedures for promptly reallocating staff and ensuring coverage during nap time.

**Supporting Evidence:**

- The written staff-child ratio protocol will be submitted to OLA **by December 1st, 2025.**
- OLA will conduct monitoring visits over a three-month period to assess the implementation of the corrective action plan and ensure ongoing compliance with licensing requirements.

**How Maintained:**

- The director (or designee) will conduct routine and unannounced walkthroughs throughout the day to monitor staff-to-child ratios in each classroom, document each check on a monitoring log (including date, time, findings, and signature), and retain the logs for three months for review by OLA.

**Position Responsible:**  
Devin Koskan, Owner

**Expected Completion Date:**  
February 27, 2026

**Date Completed:**  
February 27, 2026

**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.

Devin Koskan

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Provider Name



Signature of Provider

November 21, 2025

Date

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

Brooke Flemmer

Printed Name of DSS Staff



11/18/2025, 2:24:31 PM

Signature of DSS Staff:

November 18, 2025

Date

**COMPLETION DETAILS**

**COMPLETION DATE:** February 27, 2026

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.

Brooke Flemmer

Printed Name of DSS Staff



3/2/2026, 8:01:25 AM

Signature of DSS Staff:

February 27, 2026

Date