

### Corrective Action Plan

**Date Issued** 12/19/2024

**Status** Closed

**Provider Name** Sprouts Community Daycare  
**Program Type** DCC  
**Provider Number** 011102493  
**Program Address** 203 Walnut St. Summit. SD  
**Provider Contact** Sheridan Renville, program director  
Norma Arend, City Finance Office  
Travis Benthin, Mayor of Summit

The following administrative rules have been found to be out of compliance. A corrective action plan is required to bring the provider into compliance.

<b>Corrective Action Plan #1</b>
<b>Administrative Rule</b>
<p><b>ARSD 67:42:17:09 Program administrator qualifications.</b> The program administrator is the program 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:</p> <ol style="list-style-type: none"> <li>(1) Have a bachelor's degree in a field of education or human development;</li> <li>(2) Have a two-year degree in early childhood education;</li> <li>(3) Have a Child Development Associate credential or comparable credential, as determined by the department;</li> <li>(4) Hold certification in a child learning philosophy and have at least one year of experience in a child care setting;</li> <li>(5) Have a child development technician diploma; or</li> <li>(6) Have four years of experience in a center or school-age program.</li> </ol>
<b>Summary of Non-Compliance Finding</b>
<p>During a complaint investigation visit by the Office of Licensing and Accreditation (OLA) on November 26, 2024, it was determined the program does not currently have an individual who meets program administrator qualifications.</p>
<b>Corrective Action (policy/procedure, training, environmental changes, etc.):</b>
<ul style="list-style-type: none"> <li>• The program director has completed the Child Development Associate's (CDA) credential and will begin the professional early childhood education training no later than <b>January 6, 2025</b>.</li> <li>• The 120 hours of CDA training and the professional portfolio will be completed by <b>October 31, 2025</b>.</li> <li>• The CDA exam and on-site observation will be completed by <b>February 28, 2026</b>, to ensure the timely completion of the CDA credential by <b>March 31, 2026</b>.</li> <li>• Monthly check-ins will be completed by OLA via telephone or email to monitor progress on the CDA coursework.</li> <li>• If the program 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 <b>March 31, 2026</b>.</li> </ul>
<b>Supporting Evidence:</b>
<p>A copy of the CDA credential certificate will be submitted to OLA by <b>March 31, 2026</b>.</p>

Position Responsible:	Anticipated Completion Date:	Date Completed (for office use only):
Sheridan Renville, program director Norma Arend, City Finance Officer Travis Benthin, City Mayor	03/31/2026	11/3/2025

**Corrective Action Plan #2**

**Administrative Rule**

**67:42:17:21. Center and school-age program ratio.** A center or school-age program must maintain the following ratios:

- (1) Five children to one staff for children up to three years of age;
- (2) Ten children to one staff for children three through four years; and
- (3) Fifteen children to one staff for children five years and over.

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

**Summary of Non-Compliance Finding**

On November 26, 2024, during a complaint investigation conducted by OLA, it was confirmed that the program did not maintain the required staff-to-child ratio due to being short-staffed as a result of a staff illness.

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

- The program has hired additional staff to ensure compliance with staff-to-child ratio requirements. If the center is unable to meet these requirements, the director will assess whether additional providers can be brought in or notify parents to pick up their children.
- The director will complete "Ensuring Staff-to-Child Ratios are Followed at all Times" by **January 31, 2025**. The training may be accessed through this link - <http://www.virtuallabschool.org/management/safe-environments/lesson-2>.

**Supporting Evidence:**

- Monitoring visits will be conducted by OLA for a period of 60 days.

**How Maintained:**

- The Director will monitor all classrooms throughout the day to ensure staff-to-child ratios are maintained. A monitoring log sheet will be completed during each check.
  - The log will include the date, time, room name, names of providers in the room, number of children present, observations made during the check, and the Director's signature.
  - The completed monitoring log sheets will be retained for 60 days and made available for review by OLA.

Position Responsible:	Anticipated Completion Date:	Date Completed (for office use only):
Sheridan Renville, Program director	02/28/2025	02/26/2025

**Corrective Action Plan # 3**

**Administrative Rule**

**ARSD 67:42:17:26. Safe sleep practices.** A nap mat, blanket, or other sleep surface, other than the floor, for children over one year of age must be available for each child during nap time.

A sleep surface must be maintained in good repair.

A provider shall follow the safe sleep practices contained in **Caring for Our Children: National Health and Safety Performance Standards, 4th Edition**, for infants under the age of one.

**Summary of Non-Compliance Finding**

During a complaint investigation conducted by OLA on November 26, 2024, providers confirmed that infants were permitted to sleep in swings and use blankets while sleeping.

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

- Providers will immediately transfer an infant to a crib or pack-n-play if they fall asleep in a swing, bouncy seat, or any other unapproved equipment.
- Providers will be positioned near infants during tummy time or when using bouncers or swings to ensure they can immediately transition the infant to a crib or pack-n-play if they fall asleep.
- Providers may use sleep sacks for sleeping infants under 12-months old, if needed.
- Posters outlining safe sleep requirements will be prominently displayed in the infant classroom as a visual reminder for all staff.
- The Child and Family Resource Network will provide training, technical assistance and coaching on safe sleep practices to all providers, including the program director. The providers will complete training by **January 31, 2025**. A representative from Child and Family Resource Network will contact the Provider by December 27, 2024, to initiate the technical assistance and schedule training.
- The program's safe sleep policy will be reviewed and updated, as needed, to ensure that it effectively addresses safe sleep requirements. The Child & Family Resource Network can provide assistance in reviewing and developing the program's safe sleep policy.

**Supporting Evidence:**

- Monitoring visits will be conducted by OLA for a period of 60 days.
- Verification of the safe sleep training will be retained in each provider's personnel file as evidence of compliance, which will be reviewed by OLA.
- The updated safe sleep policy will be provided to OLA **by January 31, 2025**.

**How Maintained:**

- The program director will conduct daily observations of the infant room to ensure compliance with safe sleep practices. These observations will be documented each day through **February 28, 2025**. The documentation must be readily available upon request by OLA.
- The safe sleep policy will be reviewed with all providers and incorporated into the onboarding process for new hires.

<b>Position Responsible:</b>	<b>Anticipated Completion Date:</b>	<b>Date Completed (for office use only):</b>
Sheridan Renville, Program director	02/28/2025	01/17/2025

**Corrective Action Plan # 4**

**Administrative Rule**

**ARSD 67:42:17:41 - Prevention of child maltreatment.**

A provider shall meet the physical, social, emotional, and cognitive needs of a child, and identify procedures to implement behavior management strategies for use with children in care. Behavior management strategies must offer limits, with positive guidance and direction, to help a child develop self-control and respect for the rights of others, be appropriate to a child's age and developmental level, and include strategies to prevent shaken baby syndrome and abusive head trauma.

A behavior management strategy may not be delegated to an older child or peer. Separation, when used as a strategy, must be within sight or hearing of a provider.

The parent of a child may not, while working at the program, use a prohibited discipline technique to discipline the parent's child.

The following methods of discipline are prohibited:

- (1) Spanking, hitting, pinching, biting, shaking, or inflicting any other physical punishment.
- (2) Verbal abuse, shouting, threats, humiliation, or derogatory or sarcastic remarks about the child or the child's family.
- (3) Restriction of movement or confinement.
- (4) Isolating a child in an adjacent room, hallway, closet, darkened area, or any other area where a child cannot be seen or supervised.
- (5) Punishment for lapses in toilet training.
- (6) Withholding or forcing of meals, snacks, naps, or outdoor time to correct behavior.
- (7) Demanding excessive physical exercise or excessive rest; and
- (8) Placing substances in a child's mouth to cause discomfort such as soap, food, or spices.

A provider who is under investigation for abuse and neglect may not be in a caregiving role, if the department determines there is an imminent safety concern to a child in the provider's care.

**Summary of Non-Compliance Finding**

During a complaint investigation visit conducted by OLA on November 26, 2024, it was determined that a provider used inappropriate discipline with a child in their care.

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

- The program director held a meeting with the provider involved in the incident to ensure they fully understand the program's policy and regulations regarding appropriate discipline techniques.
- The provider involved in the incident will work under the supervision of another provider. The program director will assess the provider's ability to provide appropriate care before allowing them to work unsupervised.
- All providers, including the director, will complete the "Period of Purple Crying" training provided by the Child and Family Resource Network by **February 28, 2025**. A representative from Child and Family Resource Network will contact the Provider by December 27, 2024, to initiate the technical assistance and schedule training.
- The program's behavior management policy will be reviewed and updated, as needed, to ensure that it effectively addresses behavior management strategies. Child and Family Resource Network can provide assistance in reviewing and developing the program's behavior management policy.

**Supporting Evidence:**

- OLA will conduct monitoring visits for a period of 60 days.
- Verification of the "Period of Purple Crying" training will be retained in each provider's personnel file as evidence of compliance, which will be reviewed by OLA.
- The updated behavior management policy will be provided to OLA by **January 31, 2025**.

**How Maintained:**

- The program director will monitor all classrooms daily to ensure appropriate behavior management strategies are followed. The observations will be documented daily and will include additional coaching or training classroom providers may require through **February 28, 2025**. The documentation must be available upon request from OLA.

<ul style="list-style-type: none"> <li>The behavior management policy will be reviewed with all providers and incorporated into the onboarding process for new hires.</li> </ul>		
<b>Position Responsible:</b>	<b>Anticipated Completion Date:</b>	<b>Date Completed (for office use only):</b>
Sheridan Renville, director	02/28/2025	02/26/2025
<b>Corrective Action Plan #5</b>		
<b>Administrative Rule</b>		
<p><b>ARSD 67:42:17:47. Reporting of child abuse and neglect.</b> 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.</p>		
<b>Summary of Non-Compliance Finding</b>		
<p>During a complaint investigation visit conducted by OLA on November 26, 2024, a provider admitted to witnessing another provider engage in harmful behavior towards a child. However, the incident was not reported to Child Protection Services or law enforcement as required.</p>		
<b>Corrective Action (policy/procedure, training, environmental changes, etc.):</b>		
<ul style="list-style-type: none"> <li>The Provider and all staff will immediately report any suspicions of child abuse and neglect to Child Protection Services or Law Enforcement.</li> <li>All Providers will complete a mandatory reporting training offered by the Child and Family Resource Network <b>by February 28, 2025</b>. A representative from Child and Family Resource Network will contact the Provider by December 27, 2024, to schedule this training.</li> </ul>		
<b>Supporting Evidence:</b>		
<ul style="list-style-type: none"> <li>Monitoring visits will be conducted by OLA for a period of 60 days.</li> <li>Verification of the mandatory reporting training will be retained in each provider's personnel file as evidence of compliance, which will be reviewed by OLA.</li> </ul>		
<b>How Maintained:</b>		
<ul style="list-style-type: none"> <li>The program director will ensure all providers immediately report all suspicions of child abuse and neglect.</li> </ul>		
<b>Position Responsible:</b>	<b>Anticipated Completion Date:</b>	<b>Date Completed (for office use only):</b>
Sheridan Renville, director	02/28/2025	02/26/2025

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.

Travis Benthin \_\_\_\_\_

Print Name of Provider

Board President 12-22-2024 \_\_\_\_\_ Date:

Provider Signature

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

Julie Hermansen

Printed Name of DSS Staff

*Julie Hermansen*

Signature of DSS Staff:

12/19/2024

Date:

**COMPLETION DATE:**

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.

Julie Hermansen

Printed Name of DSS Staff

*Julie Hermansen*

Signature of DSS Staff: