



**Summary of Non-Compliance Finding:**

During the program inspection conducted on January 12, 2026, seven employee records were found to be missing required documentation as outlined in ARSD 67:42:17:15. As of this date, verification of ongoing annual training and a statement defining child abuse and neglect signed by the employee, has not been received for three employee records.

**Corrective Action:**

The provider will obtain verification of ongoing annual training and a signed statement defining child abuse and neglect for the three staff files missing documentation.

**Supporting Evidence:**

Verification of ongoing training hours and signed child abuse and neglect statements for the three staff files will be submitted to the Office of Licensing & Accreditation **by April 10, 2026.**

Provider sent training certificates and the signed statements of reporting child abuse and neglect via email as verification that employee files are all updated with required information.

**How Maintained:**

Provider files will be reviewed upon hire and annually to ensure all required documentation is in each file.

**Position Responsible:**  
Hailey Freeman

**Expected Completion Date:**  
April 10, 2026

**Date Completed:**  
March 19, 2026

**Corrective Action Plan #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:**

At the time of the program inspection conducted on January 12, 2026, ten child records were missing current immunization records. As of this date, updated immunization records for two children have not been provided.

**Corrective Action:**

Updated immunization records will be obtained and included in the child records for the two children missing current documentation.

**Supporting Evidence:**

The provider will submit verification of current immunization records for the two children to the Office of Licensing & Accreditation by **April 10, 2026**.

Verification of immunization records received via email. All child files are updated.

**How Maintained:**

Provider will review child records upon admission and on an annual basis to ensure updated immunization records are present in each child record.

**Position Responsible:**  
Hailey Freeman

**Expected Completion Date:**  
April 10, 2026

**Date Completed:**  
March 20, 2026

**Corrective Action Plan #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:**

During the program inspection conducted on January 12, 2026, three employee records were found to be missing verification of Orientation to Child Care training within 90 days of employment. As of this date, verification of completion has not been received for these three employees.

**Corrective Action:**

The three employees will complete all Orientation to Child Care training topics.

**Supporting Evidence:**

The provider will submit verification of completed Orientation to Child Care training for the three employees to the Office of Licensing & Accreditation **by April 10, 2026.**

Verification received that providers have completed Orientation to Child Care.

**How Maintained:**

The provider will review Orientation to Child Care training requirements with all new employees upon hire and will follow up with each new employee every 30 days to ensure training is completed within 90 days of employment.

**Position Responsible:**  
Hailey Freeman

**Expected Completion Date:**  
April 10, 2026

**Date Completed:**  
March 19, 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.

Hailey Freeman  
Provider Name

March 27, 2026



\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date

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

Ambuer Jaacks

\_\_\_\_\_  
Printed Name of DSS Staff



3/12/2026, 2:00:58 PM

\_\_\_\_\_  
Signature of DSS Staff:

March 12, 2026

\_\_\_\_\_  
Date

### COMPLETION DETAILS

**COMPLETION DATE:** March 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.**

Ambuer Jaacks

\_\_\_\_\_  
Printed Name of DSS Staff



3/30/2026, 11:00:24 AM

\_\_\_\_\_  
Signature of DSS Staff:

March 27, 2026

\_\_\_\_\_  
Date