

Date Issued	June 10, 2026	Status	Closed
Provider Name	HAYWARD ELEMENTARY CLC		
Provider ID	018043137		
Provider Address	400 N Valley View Rd, Sioux Falls, SD 57107, USA		
Provider Contact	Caitlyn Patten		

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:

67:42:17:27

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:

During the inspection, two expired medications had not been properly disposed of or returned to the parents, and one medication that was no longer needed had also not been returned to the parents.

Corrections to be Made:

The provider will ensure all expired and no longer needed medications are either returned to the parents or disposed of by June 3, 2026.

Corrections Made:

Verification of compliance was received on June 29, 2026.

Anticipated Completion Date:
June 29, 2026

Date Completed:
June 29, 2026

Compliance Plan Action #2

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, a written allergy care plan was not available for a child with a known food allergy, and the EpiPen indicated on the child's enrollment form was not available in the event of an allergic reaction.

Corrections to be Made:

The provider will ensure that a written allergy care plan is obtained for the child and that the corresponding treatment medication is maintained on site in the event the child experiences an allergic reaction by June 3, 2026.

Corrections Made:

Verification of compliance was received on June 29, 2026.

Anticipated Completion Date:

June 29, 2026

Date Completed:

June 29, 2026

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:

During the inspection, documentation for one evacuation, shelter-in-place, and lockdown drill from the previous year was missing.

Corrections to be Made:

The provider will ensure that documentation showing one evacuation, shelter-in-place, and lockdown drill is obtained by June 3, 2026.

Corrections Made:

Verification of compliance was received on June 29, 2026.

Anticipated Completion Date:

June 29, 2026

Date Completed:

June 29, 2026

Compliance Plan Action #4**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's enrollment forms were not signed to indicate parental permission for emergency medical care.

Corrections to be Made:

The provider will ensure the children's enrollment forms are signed to ensure parental permission for emergency medical care is obtained by June 3, 2026.

Corrections Made:

Verification of compliance was received on June 29, 2026.

Anticipated Completion Date:

June 29, 2026

Date Completed:

June 29, 2026

Compliance Plan Action #5**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:

During the annual file review conducted on May 29, 2026, it was determined that one employee file did not contain a signed child abuse and neglect statement.

Corrections to be Made:

The provider will obtain and maintain documentation verifying that the employee has signed the child abuse and neglect statement.

Corrections Made:

Verification of compliance was received.

Anticipated Completion Date:

June 03, 2026

Date Completed:

June 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.

Caitlyn Patten

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

June 10, 2026

Date

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

Morgan Giraldo

Printed Name of DSS Staff



5/14/2026, 11:51:45 AM

Signature of DSS Staff:

May 14, 2026

Date
