



Corrective Action Plan

Date Issued June 24, 2026 Status In Process

Provider Name	<u>Little Stars Academy</u>
Provider Type	<u>Child Care</u>
License #	<u>489286187</u>
Provider Address	<u>828 8th St S, Brookings, SD 57006, USA</u>
Provider Contact	<u>Callie Schlechter</u>

The following administrative rules have been found to be out of compliance. A corrective action plan is required to bring the provider into compliance. Continued non-compliance could lead to revocation of your license.

Corrective Action Plan #1

Administrative Rule:

67:42:17:21

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:

During a complaint investigation conducted by the Office of Licensing & Accreditation (OLA), 30 children were present in care, the majority of whom were under three years of age. Although five providers were present, one provider was preparing a meal and was not available to provide direct supervision; therefore, the provider could not be counted toward the required staff-child ratio. As a result, three classrooms did not meet the minimum staff-child ratio requirements. A minimum of six providers, in addition to the individual assigned food preparation duties, was required to maintain compliance.

Previous History:

During a complaint investigation conducted in conjunction with the annual program inspection by OLA on February 25,

2026, the program was not in compliance with staff-to-child ratio requirements. At the time of the visit, four providers were present with 29 children, including 19 under age 3 (requiring a 1:5 ratio) and 10 children ages 3 and older (requiring a 1:10 ratio), resulting in a shortage of one provider.

Corrective Action:

1. The program will ensure staff-child ratios are consistently maintained in full compliance with ARSD 67:42:17:22 and 67:42:17:23 at all times children are in care.
2. Providers will immediately notify the director or person in charge when a classroom is approaching or is out of ratio so that corrections can be made immediately. The director will ensure immediate reassignment of provider(s) or relocation of children to another classroom to maintain compliance.
3. The program will ensure that staff engaged in meal preparation are not counted toward required staff-child ratios unless they are actively supervising children.
4. The program will revise and implement an updated staffing plan to ensure adequate coverage during all operational periods, including meal preparation, staff breaks, and other times when staff may be temporarily unavailable for direct supervision, such as during meal preparation.
5. The director or designee will conduct and document staff-child ratio checks at a minimum of three times daily (opening, mid-day, and end of day) to ensure ongoing compliance.
6. The program director will participate in ongoing meetings with the Child and Family Resource Network for the next three months to receive support related to staffing stability and retention.

Supporting Evidence:

1. The program will submit a written staff-child ratio plan to the Office of Licensing & Accreditation (OLA) by July 3, 2026. The plan will include procedures for maintaining required staff-child ratios during all operational periods, including meal preparation, staff breaks, and transitions.
2. The program will maintain documentation of staff-child ratio checks conducted a minimum of three times daily (opening, mid-day, and end of day), including the date, time, classroom, providers present, and any corrective actions taken when ratios are not met. This documentation will be maintained on an ongoing basis and made available to OLA upon request.
3. The program director's participation in ongoing meetings with the Child and Family Resource Network will be documented through meeting notes, attendance records, or summaries of technical assistance provided, for a period of three months.
4. OLA will conduct monitoring visits over a three-month period to evaluate implementation of the corrective action plan and compliance with licensing requirements, including staff-child ratio requirements.

How Maintained:

1. The director will maintain an updated emergency and on-call staffing list of qualified providers who can be contacted and scheduled as needed to ensure staff-child ratios are consistently maintained.
2. The director or designee will actively monitor staff-child ratios throughout the day, including during opening, meal preparation, peak attendance, staff breaks, and closing periods, to ensure ratios remain in compliance in all classrooms.

Position Responsible:

Expected Completion Date:

Date Completed:

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.

Callie Schlechter

Provider Name



Signature of Provider

June 26, 2026

Date

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

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Printed Name of DSS Staff



6/24/2026, 4:54:27 PM

Signature of DSS Staff:

June 24, 2026

Date

COMPLETION DETAILS

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.

Printed Name of DSS Staff

Signature of DSS Staff:

Date