

Date Issued	June 09, 2026	Status	Closed
Provider Name	Willow Creek Child Care		
Provider ID	016597792		
Provider Address	25263 US-385, Custer, SD 57730, USA		
Provider Contact	Trenna Cooper		

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:

67:42:17:15

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:

Staff records were incomplete.

Corrections to be Made:

Staff records must be updated and verification must be submitted to the Office of Licensing and Accreditation.

Corrections Made:

Some of the missing staff records were submitted to the Office of Licensing and Accreditation. One of the staff is no longer employed at the program.

Anticipated Completion Date:
July 28, 2026

Date Completed:
July 13, 2026

Compliance Plan Action #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:

Children records were incomplete.

Corrections to be Made:

Children records must be updated and verification must be submitted to the Office of Licensing and Accreditation.

Corrections Made:

Children's records were updated and verification was submitted to the Office of Licensing and Accreditation.

Anticipated Completion Date:
June 26, 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.

Trenna Cooper

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

May 26, 2026

Date

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

Tina Uecker

Printed Name of DSS Staff



5/21/2026, 10:00:22 AM

Signature of DSS Staff:

May 21, 2026

Date