



Corrective Action Plan

Date Issued June 26, 2026 Status Closed

Provider Name	TROJAN LEARNING CENTER
Provider Type	Child Care
License #	1818627219
Provider Address	407 N 1st St, Parkston, SD 57366, USA
Provider Contact	Alyssa Kohler , Denise Leischner

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:

67:42:17:42

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:

During the Program Inspection completed by the Office of Licensing & Accreditation (OLA) on April 28, 2026, it was determined that required documentation was missing from 13 child records. Missing information included child records with no immunization records on file or with immunization records that were not current. Since the inspection, information has been completed for 12 files, but one child still needs to receive required immunizations.

Corrective Action:

A record documenting the child's current immunization status must be obtained and placed in the child's file upon completion of the required immunizations.

Supporting Evidence:

A copy of the updated immunization record will be submitted to OLA by July 28, 2026.

How Maintained:

Immunization records will be obtained at the time of enrollment and updated as new immunizations are completed. The provider will review all child records at least annually, or more frequently as needed, to ensure immunization records are current and properly maintained in each child's record.

Position Responsible:
Alyssa Kohler, Director

Expected Completion Date:
July 28, 2026

Date Completed:
August 03, 2026

Corrective Action Plan #2

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 Program Inspection completed by the Office of Licensing & Accreditation (OLA) on April 28, 2026, it was determined that required documentation was missing from 12 provider employee records. Missing information included no information on file for three providers, documentation of background check eligibility needed for three providers, verification of current pediatric CPR certification needed for seven providers, documentation of 2025 in-service training needed for seven providers, and a start date needed for one provider. Since the inspection, the program has submitted verification of completion of all missing information with the exception of 2025 training for one provider and a signed mandatory reporter acknowledgment statement for a provider.

Corrective Action:

Verification of 10 hours of annual training will be submitted for one provider, and a mandatory reporter acknowledgment statement will be reviewed and signed by the second provider.

Supporting Evidence:

Annual training certificates for one provider and a signed mandatory reporter acknowledgment statement for another provider must be submitted to OLA by July 28, 2026.

How Maintained:

Provider files will be reviewed at the time of hire to ensure all required documentation is on file. The provider will review all employee records at least annually, or more frequently as needed, to ensure records are complete and that annual training requirements are met.

Position Responsible:
Alyssa Kohler, Director

Expected Completion Date:
July 28, 2026

Date Completed:
July 28, 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 completed by the Office of Licensing & Accreditation (OLA) on April 28, 2026, it was determined that orientation training was not on file for three providers. Since the inspection, orientation training has been submitted for two providers. However, verification of completed orientation training is needed for one provider who has not yet completed CPR certification.

Corrective Action:

To meet all required orientation training topics, pediatric CPR certification must be completed by the provider.

Supporting Evidence:

A copy of a pediatric CPR training certificate must be submitted to OLA by July 28, 2026.

How Maintained:

The program will review orientation training records within 90 days of each employee's hire date, or prior to the employee being left unsupervised with children in care, to ensure all required orientation training topics are completed and documentation is maintained in the employee record.

Position Responsible:
Alyssa Kohler, Director

Expected Completion Date:
July 28, 2026

Date Completed:
July 24, 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.

Alyssa Kohler

Provider Name



Signature of Provider

July 30, 2026

Date

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

Deb Bigge

Printed Name of DSS Staff



6/26/2026, 1:28:30 PM

Signature of DSS Staff:

June 26, 2026

Date

COMPLETION DETAILS

COMPLETION DATE: August 03, 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.

Deb Bigge

Printed Name of DSS Staff



8/4/2026, 3:15:11 PM

Signature of DSS Staff:

August 03, 2026

Date