



Corrective Action Plan

Date	June 01, 2026	Status	Closed
Issued			
Provider Name	Once Upon a Time		
Provider Type	Child Care		
License #	611460972		
Provider Address	100 E Cedar St, Brandon, SD 57005, USA		
Provider Contact	Devin Koskan, Katie Mead		

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:

67:42:17:26

A nap mat, blanket, or other sleep surface, other than the floor, for children over one year of age must be available for each child during nap time.

A sleep surface must be maintained in good repair.

A provider shall follow the safe sleep practices contained in **Caring for Our Children: National Health and Safety Performance Standards, 4th Edition**, for infants under the age of one.

Summary of Non-Compliance Finding:

During an unannounced visit conducted by the Office of Licensing & Accreditation (OLA) on May 28, 2026, safe sleep practices were not followed for an infant in care. An infant under one year of age was observed sleeping with a safety toy and a snack cup in their crib.

Previous non-compliance:

During a complaint investigation conducted by OLA on April 23, 2026, an infant under one year of age was observed sleeping in a swing and was not immediately moved to an approved sleep surface, such as a crib or pack-and-play.

Following the citation, the program implemented the following corrective actions:

- The director met with all classroom staff on April 28, 2026, to review the program's safe sleep policies and provide additional coaching on required safe sleep practices.
- All staff completed supplemental Safe Sleep training by May 11, 2026.
- The program updated its safe sleep policies in both the parent handbook and staff handbook. The revised policies were reviewed with staff and communicated to parents.

Corrective Action:

- All infants under one year of age must immediately be placed to sleep only in an approved crib or pack-and-play with a firm mattress and fitted sheet, in accordance with the safe sleep requirements outlined in *Caring for Our Children: National Health and Safety Performance Standards, 4th Edition*.
- All infant sleep environments must remain free of blankets, stuffed animals, toys, pillows, pacifier clips or strings, bibs, and any other loose items.
- All providers, including the director, must sign an acknowledgment statement confirming their understanding of safe sleep requirements.
- The director (or designee) must conduct and document daily walkthroughs of all infant sleep environments to monitor safe sleep.
- The owner must submit a written explanation of why previous safe sleep training and corrective actions did not work, including what led to repeated violations. The explanation must also describe the specific changes the program will make to ensure safe sleep rules are followed moving forward.
- Sanford CHILD Services will provide coaching and technical assistance to support the program in achieving and maintaining compliance with safe sleep requirements. Services must be scheduled with Sanford CHILD Services by **June 10th, 2026**, with services initiated by **June 17th, 2026**.
- The program must develop and implement a written safe sleep supervision plan that explains how safe sleep requirements will be monitored, who is responsible for oversight and ongoing supervision, how any violations or concerns will be addressed and corrected right away, and how the program will maintain ongoing compliance with safe sleep requirements going forward. Technical assistance from Sanford CHILD Services may be used to support development and improvement of the program's safe sleep policy and supervision plan.

Supporting Evidence:

- Signed acknowledgment statements from all providers confirming understanding of safe sleep requirements will be submitted to OLA by **June 17th, 2026**.
- Maintain completed daily infant sleep environment inspection logs until **September 1st, 2026**. The documentation will be made available for review upon request by OLA.
- A written explanation from the owner outlining why previous safe sleep training and corrective actions were not effective, what contributed to repeated violations, and the specific operational changes the program will implement to ensure ongoing safe sleep compliance will be submitted to OLA by **June 30th, 2026**.
- Documentation from Sanford CHILD Services verifying technical assistance provided, including dates of services and topics covered, will be submitted to OLA by **September 1st, 2026**.
- Completed written safe sleep supervision plan and documentation that the plan was reviewed and discussed with all providers will be submitted to OLA by **June 30th, 2026**.
- OLA will conduct monitoring visits for a period of 90 days to verify ongoing compliance with safe sleep practices.

How Maintained:

- The owner is responsible for ensuring ongoing compliance with all safe sleep requirements at all times.
- Providers will visually inspect all infant sleep areas before placing a child to sleep to ensure no prohibited items are present.
- Providers will consistently follow safe sleep practices, including placing infants on firm, flat, non-inclined sleep surfaces in accordance with program policy and licensing requirements.
- The owner and director will provide ongoing monitoring, guidance, and technical assistance to reinforce safe sleep practices for all current and newly hired providers.
- The owner, director, and all providers understand that failure to comply with safe sleep requirements may result in additional enforcement action.

Position Responsible:
Devin Koskan, Owner

Expected Completion Date:
September 01, 2026

Date Completed:
September 01, 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.

Kathryn Mead

Provider Name



Signature of Provider

June 03, 2026

Date

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

Brooke Flemmer

Printed Name of DSS Staff



6/1/2026, 2:43:31 PM

Signature of DSS Staff:

June 01, 2026

Date

COMPLETION DETAILS

COMPLETION DATE: September 01, 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.

Brooke Flemmer

Printed Name of DSS Staff



9/1/2026, 7:25:11 AM

Signature of DSS Staff:

September 01, 2026

Date