

Date Issued September 03, 2026 Status Closed

Provider Name B&G CLUB BURKMAN VALLEY ELEMENTARY ASE

Provider ID 721895913

Provider Address 300 N Sunshine Ave, Brandon, SD 57005, USA

Provider Contact Kyle Hoffman

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:

67:42:17:42

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:

There was one child record that did not have an emergency contact listed other than mom or dad.

Corrections to be Made:

Children records need to include all items listed in ARSD 67:42:17:42.

Corrections Made:

The child's record was updated to include an emergency contact listed other than mom or dad.

Anticipated Completion Date:

October 01, 2026

Date Completed:

September 02, 2026

Compliance Plan Action #2

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:

There was one medication authorization form that did not include the timeframe for the medication to be administered.

Corrections to be Made:

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.

Corrections Made:

The dates for the medication to be administered was obtained and corrected immediately.

Anticipated Completion Date:

September 03, 2026

Date Completed:

September 01, 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:

At the time of the inspection, not all providers were aware of the program's emergency preparedness and response plan.

Corrections to be Made:

A provider shall communicate the emergency preparedness and response plan to each individual at the time the individual begins employment.

Corrections Made:

Program administration reviewed the emergency preparedness and response plan with all providers.

Anticipated Completion Date:
October 01, 2026

Date Completed:
September 02, 2026

Compliance Plan Action #4

Administrative Rule:

67:42:17:25

All equipment, utensils, kitchenware, dining tables, and food contact surfaces of equipment must be washed, rinsed, and sanitized after each meal. Toys capable of being placed in a child's mouth must be cleaned and sanitized daily, using a solution approved by the department.

All providers, program employees, and children shall wash their hands with soap, before preparing food or beverages, eating, handling food, or feeding a child, and after changing a diaper, using the toilet, helping a child use a toilet, or coming into contact with bodily fluid.

Summary of Non-Compliance Finding:

At the time of the inspection, the program had not received an approved sanitizer from the school. As a result, tables were not being washed, rinsed, and sanitized after each meal.

Corrections to be Made:

All equipment, utensils, kitchenware, dining tables, and food contact surfaces of equipment must be washed, rinsed, and sanitized after each meal.

Corrections Made:

The program obtained an approved sanitizer from the school and will wash, rinse, and sanitize dining tables and food contact surfaces after each meal.

Anticipated Completion Date:
October 01, 2026

Date Completed:
September 01, 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.

Kyle Hoffman

Printed Name of Provider/Agency Contact



Signature of Provider/Agency Contact

September 02, 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



9/2/2026, 8:42:00 AM

Signature of DSS Staff:

September 02, 2026

Date