

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Saint Lawrence School OST**

City: **Milbank**

Provider Number: **011102548**

Inspector: **Ambuer Jaacks**

Date of Inspection: **10/12/2022**

Time of Inspection: **10:16 AM**

The items listed below are those that the provider was not in compliance with at the time of the inspection.

G. Record Keeping, Posting Information, Fire/Tornado Drills

34. Do staff records contain all required information? 67:42:14:23 Note: staff records are to be maintained for 6 months following the end of employment.

Corrections To Be Made:

**KB - Three References
JM - Three References**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/12/2022

Actual
Completion
Date:

10/25/2022

Status: **Corrected**

J. Written Program Policies

46. Is there written policies related to termination of services? 67:42:14:16

Corrections To Be Made:

Policy not included in program handbook at time of inspection.

Correction: Verification received after inspection completed that policy added to parent handbook.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/12/2022

Actual
Completion
Date:

10/12/2022

Status: **Corrected**

Brenda Anderson

Provider Signature

10/12/2022

Date

Ambuer Jaacks

Inspector Signature

10/12/2022

Date