

# Program Inspection Compliance Plan

Provider's Name: **St. Martin's Early Learning Center**

City: **Watertown**

Provider Number: **011516936**

Inspector: **Ambuer Jaacks**

Date of Inspection: **03/28/2023**

Time of Inspection: **10:19 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 and Fire & Tornado Drills

40. Are staff records complete? 67:42:10:09 Note: Staff records are to be maintained at the facility for 6 months following the end of employment.

Corrections To Be Made:

**HW - Three References, Timely Orientation**

Agency Action:

### Compliance Plan

Suggested  
Completion  
Date:

**04/11/2023**

Actual  
Completion  
Date:

**04/13/2023**

Status: **Corrected**

41. Are children's records complete? 67:42:16:13 Note: Children's records are to be maintained at the facility for 6 months following the date care ceases.

Corrections To Be Made:

**AA - Immunization Records  
JF - Immunization Records**

Agency Action:

### Compliance Plan

Suggested  
Completion  
Date:

**04/11/2023**

Actual  
Completion  
Date:

**04/04/2023**

Status: **Corrected**

**Mandy Elseth**

Provider Signature

**03/28/2023**

Date

**Ambuer Jaacks**

Inspector Signature

**03/28/2023**

Date