

Program Inspection Compliance Plan

Provider's Name: **Brookings School District
Preschool-Hillcrest**

City: **Brookings**

Provider Number: **011517630**

Inspector: **Ambuer Jaacks**

Date of Inspection: **09/10/2024**

Time of Inspection: **2:36 PM**

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

Posting Information/ Emergency Preparedness/ Record Keeping/ Provider C. Qualifications

35. Does each child ' s record contain all required information? 67:42:17:42

<p>Corrections To Be Made:</p> <ul style="list-style-type: none"> AA - Immunization Records AC - Immunization Records EF - Immunization Records MF - Immunization Records AM - Immunization Records JN - Emergency Contact MP - Immunization Records ER - Immunization Records ES - Immunization Records KS - Immunization Records SS - Immunization Records RW - Immunization Records 	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">10/10/2024</td> <td style="text-align: center;">10/07/2024</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	10/10/2024	10/07/2024
Suggested Completion Date:	Actual Completion Date:				
10/10/2024	10/07/2024				

36. Do children ' s records include names of authorized individuals to pick up the children; health information including allergies or special needs; start and end date of enrollment? 67:42:17:42

<p>Corrections To Be Made:</p> <p>Children's records did not include names of authorized individuals to pick up child at time of inspection.</p> <p>Children's records must include names of individuals who are authorized to pick up their child from the program.</p> <p>Correction: Verification received that all children's files contain names of individuals authorized to pick up their child.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">10/10/2024</td> <td style="text-align: center;">10/07/2024</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	10/10/2024	10/07/2024
Suggested Completion Date:	Actual Completion Date:				
10/10/2024	10/07/2024				

39. Do employee records contain all required information? 67:42:17:15

Corrections To Be Made:	Agency Action:	
MB - Central Registry Check, Sex Offender Registry Check, FBI Check, DCI Check, NCIC Check, C A/N Report Statement	Compliance Plan	
MB - C A/N Report Statement	Suggested Completion Date:	Actual Completion Date:
LC - C A/N Report Statement	10/10/2024	10/07/2024
JE - C A/N Report Statement	Status: Corrected	
EG - C A/N Report Statement		
RJ - C A/N Report Statement		
EK - C A/N Report Statement		
MM - C A/N Report Statement		
MO - Central Registry Check, Sex Offender Registry Check, FBI Check, DCI Check, NCIC Check, C A/N Report Statement		
TS - C A/N Report Statement		
AS - Central Registry Check, Sex Offender Registry Check, FBI Check, DCI Check, NCIC Check, C A/N Report Statement		
SS - Central Registry Check, Sex Offender Registry Check, FBI Check, DCI Check, NCIC Check, C A/N Report Statement		
CS - C A/N Report Statement		
TS - C A/N Report Statement		
VT - C A/N Report Statement		
KT - C A/N Report Statement		

E. Written Procedures

50. Is there a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication & reunification with families; continuity of operations; and accommodation of infants & toddlers, children with disabilities and children with chronic medical conditions? 67:42:17:43

Corrections To Be Made:	Agency Action:	
Written Emergency Preparedness and Response plan not available at time of inspection.	Compliance Plan	
Program must have a written emergency preparedness and response plan in place with covers all required areas.	Suggested Completion Date:	Actual Completion Date:
Correction: Verification received that program now has a written emergency preparedness and response plan in place that covers all required areas.	10/10/2024	10/07/2024
	Status: Corrected	

51. Are all providers and provider assistants knowledgeable on the emergency preparedness and response plan and procedure at the time employment begins? 67:42:17:43

Corrections To Be Made:

Providers were not aware of the program's emergency preparedness and response plan and procedure at the time of inspection.

All providers and provider assistants must be knowledgeable on the emergency preparedness and response plan and procedure at the time employment begins.

Correction: Verification received that all providers and assistants have knowledge on the program's emergency preparedness response plan and procedure.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

10/10/2024

Actual
Completion
Date:

10/07/2024

Status: **Corrected**

Kelly Trenhaile

Provider Signature

09/10/2024

Date

Ambuer Jaacks

Inspector Signature

09/10/2024

Date