

# Complaint Inspection Compliance Plan

**Provider's Name:** Children's Castle

**City:** Pierre

**Provider Number:** 015507510

**Provider Type:** DCC

**Date Agency Action Issued:** 05/30/2024

The provider was found to not be in compliance with the following items.

## 67:42:17:15 - Provider employee records

### Summary of Compliance Issue:

Provider employee records - There were two providers working without a complete employee record, including a background check.

A child care provider shall maintain a record for each employee that includes:

- (1) The employee's name and date of birth;
- (2) The dates on which the employee began and ended employment;
- (3) Documentation of orientation and ongoing annual training, if the employee provides direct care and supervision of children;
- (4) A statement that:
  - (a) Defines child abuse and neglect;
  - (b) Sets forth the employee's responsibility to report all incidents of child abuse or neglect in accordance with SDCL 26-8A-3 and 26-8A-8; and
  - (c) Is signed by the employee; and
- (5) The results of the background check.

The Provider has a clear understanding of the employee record requirements, and has implemented a plan to ensure that no employee is working without a complete file, including a complete background check. The Office of Licensing & Accreditation will conduct a monitoring visit within 30 days to ensure compliance.

**Status:** Founded

**Agency Action:** Letter of Notification