Program Inspection

Provider's Name:	**One Heart Child Development Center**	City:	**Rapid City**	Provider Number:	**016597834**
Inspector:	**Tina Uecker**	Date of Inspection:	**01/25/2023**	Time of Inspection:	**8:45 AM**

Yes	No	NA	A. Program Activities, Schedule and Environment
⦿	○		1. Does the facility have an adequate supply of games, toys, activities, books, puzzles, outside toys such as sandbox, climbing apparatus riding toys, swings, etc.? 67:42:10:10
⦿	○		2. Are activity plans developed and implemented that offer a variety of activities to meet the needs of various age groups? 67:42:10:10
⦿	○		3. Is the play area arranged so that children can easily access toys and supplies? 67:42:10:10
⦿	○		4. Is there a balance of active and quiet activities, individual and group activities, as well as indoor and outdoor activities? 67:42:10:10
⦿	○	○	5. Do infants have a safe sleep environment? 67:42:11:05
⦿	○		6. Does each child have a mat or blanket for nap time? 67:42:11:05
⦿	○	○	7. Are cribs and mattresses maintained in good repair? 67:42:11:05
⦿	○		8. Does the program have a written daily schedule? 67:42:10:10
⦿	○		9. Is there a regular time for snack and meal services? 67:42:10:10
⦿	○		10. Is there a regular time for outdoor play in suitable weather? 67:42:10:10

Yes	No	NA	B. Program Practices
⦿	○		11. Do staff ensure children are given direct care, protection, supervision, and guidance through active involvement or direct supervision? 67:42:16:19
⦿	○		12. Do staff guide children's behaviors through use of positive discipline methods? 67:42:10:11
⦿	○		13. Do discipline methods prohibit use of: humiliating & frightening punishment i.e. withholding or forcing food; use of substances i.e. soap, hot pepper sauce, pepper; hitting, pinching, biting, shaking, spanking, etc.; peer administered discipline; restriction of movement; use of verbal abuse, threats, derogatory remarks? 67:42:10:11

○	○	⦿	14. If separation is used as a discipline technique, is the child within staff sight and hearing range? 67:42:10:11
⦿	○	○	15. Are medications stored inaccessible to children; in original container, with original label intact? 67:42:10:15
⦿	○	○	16. Are refrigerated medicines kept inside a non-absorbent container? 67:42:10:15
⦿	○	○	17. When administering medications, does the staff document dose, time and date medication is administered and sign off on that administration? 67:42:10:15
⦿	○	○	18. Does the facility obtain written parental consent to administer medications that includes specific dates the medication is to be administered (view info. to verify) ? 67:42:10:15
⦿	○	○	19. Is parental written consent for medication administration and staff documentation of administration kept for six months (view info. to verify) ? 67:42:10:15
⦿	○		20. If a child becomes ill, is he/she separated from other children, yet supervised until parents arrive? 67:42:10:14
⦿	○		21. Does program follow the Department of Health recommendations for exclusion of ill children? 67:42:10:14
⦿	○		22. Does program report communicable diseases to the Department of Health? 67:42:10:14
⦿	○		23. Are staff aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, State's Attorney or to the Department? 67:42:10:22
⦿	○		24. Is program aware of their responsibility to report to Child Care Services, any changes to program that may affect their licensing such as new director, change in space used, renovating of space used, change in location, etc.? 67:42:16:09
⦿	○		25. Is program aware of their responsibility to report to Child Care Services, any involvement the program has with Child Protection Services or Law Enforcement? 67:42:16:09
⦿	○		26. Is program aware of their responsibility to report to Child Care Services within 24 hours of an unusual circumstance such as a fire, death of a child, etc.? 67:42:16:09

Yes	No	NA	

C. Staff-Child Ratios

⦿	○		27. Is there 20 or less children in an activity grouping and staff to child ratio met at all times? 67:42:10:07 NOTE: Activity grouping is to be maintained at 20 children or less. Ratio is 1 staff to every 5 children age birth up to 3 years; 1 staff to every 10 children ages 3 to 6 years; and 1 staff to every 15 children over 6 years of age. Mixed age groups meet requirements of the majority age except when 3 or more children under age 3 are present, then the ratio for children under age 3 must be met which is 1 staff to every 5 children.
⦿	○	○	28. Do all staff, under 18 years old, work under direct and constant supervision of an adult? 67:42:10:05

Yes	No	NA	D. Transportation
○	○	⦿	29. Does the program only transport the number of children allowed by the vehicle's stated passenger capacity? 67:42:16:15
○	○	⦿	30. During transportation, are all children secured by an appropriate passenger restraint system (seat belts or car seats) as required by SDCL 32-37-1 and 32-37-1.1? 67:42:16:15

Yes	No	NA	E. Nutrition and Meal Planning
⦿	○		31. Are meals planned to consist of a variety of nutritional foods? 67:42:10:13
⦿	○		32. Are midmorning, mid-afternoon and evening snacks served between meals? 67:42:10:13
⦿	○		33. Is a weekly menu posted that records actual food served? 67:42:10:13
⦿	○	○	34. Are infants fed according to their own schedule & held while bottle fed? 67:42:10:13

Yes	No	NA	F. Confidentiality and Parent Involvement
⦿	○		35. Does the program maintain in confidence all information concerning children in care and assure that details of a child's life or, that of the child's family, are not shared with unauthorized persons, including via social media or other communications? 67:42:16:14
⦿	○		36. Are parents allowed to observe their child in the center at any time? 67:42:10:12

Yes	No	NA	G. Record Keeping, Posting Information and Fire & Tornado Drills

⦿	○	○	37. Is the program Certificate of License posted in a visiable location? SDCL 26-6-13
⦿	○	○	38. Does the program post in a visible location a copy of the latest Program and Facility Safety Inspections and Child Care Licensing Inspection Summary? And if on a CAP, does the program have a copy of the plan available at request? 67:42:16:17
⦿	○	○	39. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year? 67:42:10:18
○	⦿		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.
⦿	○		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.

Yes	No	NA	H. Insurance
⦿	○		42. Does the facility have documentation the program has current liability insurance coverage? 67:42:16:16
⦿	○	○	43. If the facility transports children, does the facility have documentation that each vehicle used for transporting children has current liability insurance that covers the children being transported? 67:42:16:16

Yes	No	NA	I. Written Procedures
⦿	○		44. Does the program have 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; accommodation of infants & toddlers; children with disabilities & children with chronic medical conditions? 67:42:10:10
⦿	○		45. Does the program provide a written Staff Training Plan? 67:42:10:06

Yes	No	NA	J. Written Program Policies
⦿	○		46. Policies related to admission requirements? 67:42:10:10
⦿	○		47. Policies related to termination of care requirements? 67:42:10:10
⦿	○		48. Policies related to fee schedules and when payment is due? 67:42:10:10
⦿	○		49. Policies related to ability or inability to make refunds or credits? 67:42:10:10

⦿	○		50. Policy related to requirement for children's immunization records to be obtained and maintained current? 67:42:10:10
⦿	○		51. Policies related to requirement for separation of ill children and notification of parents if child is ill at the program? 67:42:10:10
⦿	○		52. Policies related to requirement for reporting contagious diseases to the Department of Health? 67:42:10:10
⦿	○		53. Policies related to requirement for storage and administration of medication, including having written parent consent and documentation procedures? 67:42:10:10
⦿	○		54. Policies related to requirement for nutritional foods served? 67:42:10:10
⦿	○		55. Policies related to requirement for time meals and snacks are served? 67:42:10:10
⦿	○		56. Policies related to requirement for center's position on meals, snacks, or formula brought from home? 67:42:10:10
⦿	○		57. Policies related to requirement for prevention and response to emergencies due to food and allergic reactions? 67:42:10:10
⦿	○		58. Policies related to requirement for feeding of infants? 67:42:10:10
⦿	○	○	59. Policies related to requirement for prevention of shaken baby syndrome and abusive head trauma? 67:42:10:10
⦿	○		60. Policies related to requirement for whether or not transportation is provided? If provided, does the policy include use of child passenger restraint systems for children in care, following current laws and each vehicle will only carry the number of children allowed by vehicle passenger capacity determined by number of safety belts installed in the vehicle? 67:42:10:10
⦿	○		61. Policies related to an emergency preparedness and response plan? 67:42:10:10
⦿	○		62. Policies related to requirement for handling and storage of hazardous material and the disposal of bio contaminants? 67:42:10:10
⦿	○		63. Policies related to requirement for discipline consisting of positive guidance, redirection, and limit setting; and prohibiting use of humiliating and frightening punishment; and prohibiting peers from administering discipline? 67:42:10:10
⦿	○		64. Policies related to requirement for immediate reporting of suspected child abuse or neglect to DSS or law enforcement and require staff to read and sign a statement which defines child abuse and neglect, and identifies reporting responsibilities and procedures as outlined in SDCL 26-8A-8? 67:42:10:10

⦿	○		65. Policies related to requirement for preventing suspected in-house child abuse or neglect incidents from reoccurring while awaiting investigation outcome and evaluate the continued employability of any staff member involved in a CA/N allegation or incident? 67:42:10:10
⦿	○		66. Policies related to requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director? 67:42:10:10
⦿	○		67. Policies related to requirements for each child care worker to be at least 18 years of age and supervised by director/program planner; and secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult? 67:42:10:10
⦿	○		68. Policies related to requirement for describing that the person who plans center programming has specific education and experience? 67:42:10:10
⦿	○		69. Policy related to requiring volunteers used to fill staff member positions, to meet the requirements for the position they are filling? 67:42:10:10
⦿	○		70. Policies related to requirement that no staff member or volunteer will have a substantiated report of child abuse or neglect? 67:42:10:10
⦿	○		71. Policies related to requirement that no staff member will have a conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children? 67:42:10:10
⦿	○		72. Policies related to requirement that no staff member's name will be located on the Sex Offender Registry? 67:42:10:10

Yes	No	NA	**K. Day Care Staff Qualifications**
⦿	○		73. Does the individual responsible for planning and implementing the program and staff supervision, meet the educational requirements? 67:42:10:02.01

Yes	No	NA	**L. Building Plans**
⦿	○		74. Do rooms utilized for care correspond with the most recent capacity review and floor plan review on file with DSS? 67:42:10:16