

# Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Knollwood Discovery Center**

City: **Rapid City**

Provider Number: **016599295**

Inspector: **Andrea Neff**

Date of Inspection: **09/15/2022**

Time of Inspection: **3:45 PM**

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

33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year?  
67:42:14:28

<p>Corrections To Be Made:</p> <p><b>Program did not have documentation for 2021 four fire drills and one tornado drill.</b></p> <p><b>Program needs to submit documentation for 2021 four fire drills and one tornado drill.</b></p> <p><b>Correction: Program submitted documentation for 2021 four fire drills and one tornado drill.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>09/26/2022</b></td> <td style="text-align: center;"><b>11/15/2022</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/26/2022</b>	<b>11/15/2022</b>
Suggested Completion Date:	Actual Completion Date:				
<b>09/26/2022</b>	<b>11/15/2022</b>				

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.

<p>Corrections To Be Made:</p> <p><b>HH - Timely Orientation, CPR</b></p>	<p>Agency Action:</p> <p><b>Corrective Action Plan</b></p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>12/15/2022</b></td> <td style="text-align: center;"><b>11/28/2022</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>12/15/2022</b>	<b>11/28/2022</b>
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<b>12/15/2022</b>	<b>11/28/2022</b>				

**Relepha Bucholz**

Provider Signature

**09/19/2022**

Date

**Andrea Neff**

Inspector Signature

**09/19/2022**

Date