Program Inspection
Compliance Plan

Provider's Name:	**St. Mary School**	City:	**Sioux Falls**	Provider Number:	**018042094**
Inspector:	**Rita Trager**	Date of Inspection:	**11/06/2023**	Time of Inspection:	**4:49 PM**

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

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

34. Does the provider have documentation showing two fire evacuation drills, two shelter-in-place drills, and two lockdown drills conducted in the past calendar year? 67:42:17:43

Corrections To Be Made:	Agency Action:	
Provider did not have documentation showing required evaucation drills conducted in the past calendar year. **One fire drill and one lock down drill to be completed and dates provided to Office of Licensing and Accreditation (OLA)** ***Correction: dates of drills were provided to OLA**	**Compliance Plan** Suggested Completion Date: **11/30/2023** Status: **Corrected**	Actual Completion Date: **12/05/2023**

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

Corrections To Be Made:

EB - Enrollment Date
TB - Enrollment Date
CC - Enrollment Date
EF - Enrollment Date
OF - Enrollment Date
QF - Enrollment Date
BG - Enrollment Date
AH - Enrollment Date
AK - Enrollment Date, Emergency Permission
CL - Enrollment Date
EL - Enrollment Date
KM - Enrollment Date
OM - Enrollment Date
CP - Enrollment Date
MP - Enrollment Date
MP - Enrollment Date
JR - Enrollment Date
LR - Enrollment Date
PR - Enrollment Date
SR - Enrollment Date

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
11/20/2023	**12/20/2023**

Status: **Corrected**

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

Corrections To Be Made:

JB - CPR, Training
EC - CPR, Training
SE - Sex Offender Registry Check
BG - Central Registry Check, Sex Offender Registry Check, CPR, Training
AH - Sex Offender Registry Check, CPR, Training
JH - CPR, Training
KJ - CPR, Training
KS - Sex Offender Registry Check

Agency Action:

Corrective Action Plan

Suggested Completion Date:	Actual Completion Date:
02/22/2024	**02/22/2024**

Status: **Corrected**

42. Have providers and assistants completed orientation training within 90 days after the date of employment and before caring for children unsupervised? 67:42:17:17

Corrections To Be Made:	Agency Action:	
There were 8 providers that did not have documentation of completed orientation training within 90 days after the date of employment. **Providers shall complete orientation training within 90 days after the date of employment.** **None of the providers have completed the required orientation training. A Corrective Action Plan has been implemented with the program.**	**Corrective Action Plan** Suggested Completion Date: **02/15/2024** Status: **Corrected**	Actual Completion Date: **02/22/2024**

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:	
An updated emergency preparedness and response plan (EPP) covering all required areas was not available at the time of the inspection. **The program will develop a written emergency preparedness and response plan and review the plan with the providers.** ***Correction: a copy of the updated plan was observed and submitted to OLA**	**Compliance Plan** Suggested Completion Date: **11/30/2023** Status: **Corrected**	Actual Completion Date: **12/05/2024**

Jane Hoffman	**11/07/2023**	**Rita Trager**	**11/07/2023**
Provider Signature	Date	Inspector Signature	Date