

Corrective Action Plan

Date Issued	November 21, 2024	Status	Completed
Provider Name	Truks-N-Trykes @ Golden Gateway		
Program Type	Day care center		
License #	018043066		
Program Address	5705 E. Tahoe St., Sioux Falls, SD 57110		
Provider Contact	Jeniah Johnson, Director Carlynn Taylor, Executive Director Melissa Anderson, Owner		

The following administrative rule has been found to be out of compliance. A corrective action plan is required to bring the provider into compliance.

Corrective Action Plan
Administrative Rule
67:42:17:20. Supervision -- Center and school-age programs. A center provider supervising children must be in the same room with the children or on the playground with the children and must be able to see or hear the children, at all times.
Summary of Non-Compliance Finding
During an October 2024 investigation, it was found that a three-year-old child was left unsupervised in the restroom for several minutes while other children and staff transitioned outdoors. <u>Previous non-compliance history within the past 18 months:</u> <u>May 13, 2024:</u> An infant was unobserved for 30 minutes while sleeping in a pack n play with all sides of the blackout cover secured, preventing the provider from noticing the infant had vomited. A corrective action plan was implemented following the incident. <u>November 9, 2023:</u> Three children were unsupervised in a classroom. A corrective action plan was implemented following the incident. <u>June 22, 2023:</u> Children were not properly supervised during a transition from a bus to the facility. The supervision policy was revised following the incident.
Corrective Action (policy/procedure, training, environmental changes, etc.)
The Program has proposed the following plan of correction: - Written warnings were issued to providers involved in the recent incident. - The supervision policy was reviewed with all staff to ensure “name to face” transitions occur. Transition tracking sheets were implemented on October 9, 2024, and program administration will monitor compliance to ensure the “name to face” checklist is completed at each transition. - Completion of “Beyond Counting Heads” supervision training for all providers by December 6, 2024. OLA will additionally require the following to ensure correction: - Review and revise the staff schedule to ensure consistent administrative presence to enforce supervision policies. - Classrooms will use transition sheets to ensure child supervision, particularly during transitions. Providers will conduct face-to-name checks when moving children to and from the classroom and during staff changes. Transition sheets must also confirm that all areas, including playgrounds, classrooms, and bathrooms, have been checked.

- The program's written supervision policy will be updated to ensure it effectively addresses all supervision needs by **December 20, 2024**. The program owner will coordinate with Sanford Children's CHILD Services to provide technical assistance in reviewing the supervision policy by **November 27, 2024**.

The policy should define:

- Active supervision strategies.
 - Clear role assignments during transitions.
 - Protocols for unsupervised child incidents.
 - Consequences for not following the supervision policy.
- Executive leadership, including the program owner, will participate in the four-course online leadership training series. Each leadership individual will contact Sanford Children's CHILD Services by **November 27, 2024**, to register for the training and all coursework will be completed by everyone by **January 31, 2025**.
 - The South Dakota Child Care Director 360 Support Program will be offered to Jeniah Johnson through the Office of Licensing and Accreditation and Sanford Children's CHILD Services. The first meeting will be scheduled by **December 6, 2024**, with program engagement for approximately one year until all steps are completed.

Supporting Evidence

- OLA will conduct visits for a period of three months to ensure compliance.
- Transition sheets will be audited weekly by program leadership, with weekly checklists emailed to OLA through **January 31, 2025**.
- The updated supervision policy will be provided to OLA by **December 20, 2024**.
- The certificates for the leadership training will be provided to OLA upon completion.

How Maintained

- Program leadership will conduct regular, unannounced checks during transitions to monitor compliance with supervision and transition policies.
- A management team member will be present daily until closing.
- Management will ensure all providers receive initial and ongoing training on the policies, integrating feedback from providers.
- Develop an incident tracking system to document issues and corrective actions to identify trends for improvement.

Position Responsible:	Anticipated Completion Date:	Date Completed (for office use only):
Jeniah Johnson, Director Carlynn Taylor, Executive Director	February 28, 2025	February 28, 2025

Board Notified:

Y ☐ N ☐ n/a ☒

Your signature below certifies you have read and understand the non-compliance findings and submitted a plan to comply with the identified administrative rules to the Department of Social Services, Office of Licensing and Accreditation.

Melissa Anderson

Printed Name of Provider Contact

Melissa Anderson

Provider Signature

11/25/2024

Provider Signature

Date:

The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.

Brooke Flemmer

Printed Name of DSS Staff

Brooke Flemmer

Signature of DSS Staff:

Date: 11/21/2024

COMPLETION DATE:

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Brooke Flemmer

Printed Name of DSS Staff

Brooke Flemmer

Signature of DSS Staff: