

# Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **St. Thomas More Preschool**

City: **Brookings**

Provider Number: **011515539**

Inspector: **Rachel Holm**

Date of Inspection: **09/25/2018**

Time of Inspection: **9:41 AM**

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 and Fire & Tornado Drills

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.

### Corrections To Be Made:

**MF - Three References, Criminal Record Check**  
**JW - Three References, Criminal Record Check**

### Agency Action:

#### Compliance Plan

Suggested  
Completion  
Date:

**10/10/2018**

Actual  
Completion  
Date:

**10/11/2018**

Status: **Corrected**

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.

### Corrections To Be Made:

**LD - Immunization Records**  
**JD - Immunization Records**  
**BK - Immunization Records**  
**RS - Immunization Records**

### Agency Action:

#### Compliance Plan

Suggested  
Completion  
Date:

**10/25/2018**

Actual  
Completion  
Date:

**11/09/2018**

Status: **Corrected**

**Mehgan Kelly**

Provider Signature

**09/25/2018**

Date

**Rachel Holm**

Inspector Signature

**09/25/2018**

Date