

# Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Faith Lutheran Day Care Center** City: **Pierre**

Provider Number: **015505944**

Inspector: **McKenzie Hyronimus**

Date of Inspection: **01/09/2020**

Time of Inspection: **9:49 AM**

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

## A. Program Activities, Schedule and Environment

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

<p>Corrections To Be Made:</p> <p><b>Current lesson plans are needed in all classrooms.</b></p> <p><b>CORRECTION: Provider submitted verification.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>01/23/2020</b></td> <td style="text-align: center;"><b>02/27/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>01/23/2020</b>	<b>02/27/2020</b>
Suggested Completion Date:	Actual Completion Date:				
<b>01/23/2020</b>	<b>02/27/2020</b>				

8. Does the program have a written daily schedule? 67:42:10:10

<p>Corrections To Be Made:</p> <p><b>A daily schedule is needed in the Waddlers and Tadpole rooms.</b></p> <p><b>CORRECTION: Provider submitted verification of daily schedules for Waddlers and Tadpole rooms.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>01/23/2020</b></td> <td style="text-align: center;"><b>01/21/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>01/23/2020</b>	<b>01/21/2020</b>
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<b>01/23/2020</b>	<b>01/21/2020</b>				

## B. Program Practices

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

Corrections To Be Made:	Agency Action:
<b>All staff were not aware of the mandatory reporting requirements. The staff are all responsible for reporting concerns to the authorities.</b>	<b>Compliance Plan</b>
<b>CORRECTION: Policy added to the employee handbook and reviewed with staff.</b>	Suggested Completion Date: <b>01/09/2020</b>
	Actual Completion Date: <b>02/03/2020</b>
	Status: <b>Corrected</b>

## G. Record Keeping, Posting Information and Fire & Tornado Drills

39. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year? 67:42:10:18

Corrections To Be Made:	Agency Action:
<b>There was not verification of documentation for 2019 fire and tornado drills. 4 fire drills and 1 tornado drill need to be completed and documented each year.</b>	<b>Compliance Plan</b>
<b>CORRECTION: Provider submitted verification of 2 fire drills and 1 tornado drill beginning in July when they began their employment. The Provider has a clear understanding of the annual fire and tornado drill requirements.</b>	Suggested Completion Date: <b>01/09/2020</b>
	Actual Completion Date: <b>01/21/2020</b>
	Status: <b>Corrected</b>

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:

EA - Criminal Record Check, Timely Orientation, CPR, Training  
 TB - Timely Orientation  
 DB - Central Registry Check, Timely Orientation  
 KC - Timely Orientation  
 MC - Timely Orientation  
 TD - Central Registry Check, Criminal Record Check, Timely Orientation, Training  
 NF - Timely Orientation, Training  
 KG - Criminal Record Check, Timely Orientation  
 CJ - Timely Orientation, CPR  
 KJ - Timely Orientation  
 AJ - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, CPR, Training  
 MK - Central Registry Check, Timely Orientation, Training  
 CK - Timely Orientation, Training  
 KL - Timely Orientation  
 LL - Timely Orientation  
 SL - Criminal Record Check, Timely Orientation, Training  
 SM - Criminal Record Check, Timely Orientation  
 KM - Timely Orientation  
 KP - Timely Orientation  
 DS - Timely Orientation  
 AS - Training  
 KS - Timely Orientation  
 MS - Timely Orientation  
 DS - Timely Orientation  
 GS - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR, Training

Agency Action:

**Compliance Plan**

Suggested Completion Date:	Actual Completion Date:
<b>02/09/2020</b>	<b>03/03/2020</b>

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:

CC - Immunization Records  
 BD - Enrollment Date, Emergency Permission, Immunization Records  
 LD - Immunization Records  
 MD - Immunization Records  
 AG - Immunization Records  
 GL - Enrollment Date  
 MM - Immunization Records  
 AO - Enrollment Date, Immunization Records  
 AR - Enrollment Date, Emergency Contact, Immunization Records  
 CR - Immunization Records  
 AS - Immunization Records  
 DT - Enrollment Date, Immunization Records  
 CW - Enrollment Date, Emergency Permission

Agency Action:

**Compliance Plan**

Suggested Completion Date:	Actual Completion Date:
<b>02/09/2020</b>	<b>02/18/2020</b>

Status: **Corrected**

## 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

Corrections To Be Made:	Agency Action:	
<b>Emergency preparedness plan needs to be updated due to a change in director. Emergency preparedness plan needs to be reviewed with all staff.</b>	<b>Compliance Plan</b>	
<b>CORRECTION: Provider submitted an emergency preparedness and response plan and reviewed with staff.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>02/09/2020</b>	<b>02/03/2020</b>
	Status: <b>Corrected</b>	

## J. Written Program Policies

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

Corrections To Be Made:	Agency Action:	
<b>The written policy will be updated to state that staff will report their concerns to the authorities rather than to the director.</b>	<b>Compliance Plan</b>	
<b>CORRECTION: Policy added to the employee handbook.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>02/09/2020</b>	<b>01/22/2020</b>
	Status: <b>Corrected</b>	

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

Corrections To Be Made:	Agency Action:	
<b>There needs to be a policy that indicates that no staff member or volunteer will have a substantiated report of child abuse or neglect</b>	<b>Compliance Plan</b>	
<b>CORRECTION: Policy added to the employee handbook.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>02/09/2020</b>	<b>01/21/2020</b>
	Status: <b>Corrected</b>	

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

Corrections To Be Made:	Agency Action:	
<b>There needs to be a policy 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.</b>	<b>Compliance Plan</b>	
<b>CORRECTION: Policy added to the employee handbook.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>02/09/2020</b>	<b>01/21/2020</b>
	Status: <b>Corrected</b>	

72. Policies related to requirement that no staff member's name will be located on the Sex Offender Registry? 67:42:10:10

Corrections To Be Made:	Agency Action:	
<b>There needs to be a policy that no staff member's name will be located on the Sex Offender Registry.</b>	<b>Compliance Plan</b>	
<b>CORRECTION: Policy added to the employee handbook.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>02/09/2020</b>	<b>01/21/2020</b>
	Status: <b>Corrected</b>	

**Angela Schwartz**  
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 Provider Signature

**01/09/2020**  
 \_\_\_\_\_  
 Date

**McKenzie Hyronimus**  
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 Inspector Signature

**01/09/2020**  
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 Date