

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Crow Creek Early Head Start**

City: **Fort Thompson**

Provider Number: **010607154**

Inspector: **Stacie Ugofsky**

Date of Inspection: **11/20/2019**

Time of Inspection: **1:38 PM**

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

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

Corrections To Be Made:

Written daily schedules were not available for the toddler rooms at the time of the inspection.

The daily schedules must be planned to provide a flexible balance of active and quiet activities; individual and group activities and indoor and outdoor activities.

Correction: A written daily schedule was developed and implemented in the toddler rooms.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/22/2019

Actual
Completion
Date:

11/22/2019

Status: **Corrected**

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:

Documentation for only two fire drills and no tornado drills for 2018 was available at the time of the inspection.

Four fire drills and one tornado drill must be completed and documented annually.

Correction: Documentation for four fire drills and one tornado drill was submitted to CCS for 2018.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/20/2019

Actual
Completion
Date:

12/02/2019

Status: **Corrected Immediately**

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:	Agency Action:	
WH - C A/N Report Statement	Compliance Plan	
LL - Timely Orientation	Suggested Completion Date:	Actual Completion Date:
TM - Timely Orientation	12/20/2019	12/20/2019
AP - Timely Orientation	Status: Corrected	
LR - Timely Orientation		
KS - Timely Orientation		

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:	Agency Action:	
AP - Immunization Records	Compliance Plan	
TS - Emergency Permission	Suggested Completion Date:	Actual Completion Date:
BS - Immunization Records	12/20/2019	12/20/2019
LW - Immunization Records	Status: Corrected	

J. Written Program Policies

51. Policies related to requirement for separation of ill children and notification of parents if child is ill at the program? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for separation of ill children and notification of parents if child is ill at the program.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

52. Policies related to requirement for reporting contagious diseases to the Department of Health? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for reporting contagious disease to the Department of Health.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain all information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

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:	
Program written policy did not contain the 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.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

65. Policies related to requirement for preventing suspected in-house child abuse or neglect incidents from reoccurring while awaiting investigation outcome and evaluate the continued employability of any staff member involved in a CA/N allegation or incident? 67:42:10:10

Corrections To Be Made:

Program written policy did not contain the requirement for preventing suspected in-house child abuse or neglect incidents from reoccurring while awaiting investigation outcome and evaluate the continued employability of any staff member involved in a child abuse/neglect allegation or incident.

The program policies must contain information as outlined in ARSD 67:42:10:10.

Correction: The program policies contain information as outlined in ARSD 67:42:10:10.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/20/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

66. Policies related to requirement for reporting changes or circumstances, within 24 hours, which may affect ability to comply with licensing rules i.e. new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director? 67:42:10:10

Corrections To Be Made:

Program written policy did not contain the requirement for reporting changes of circumstances, within 24 hours which may affect ability to comply with licensing rules i.e. new program location, building renovations/remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or new director.

The program policies must contain information as outlined in ARSD 67:42:10:10.

Correction: The program policies contain information as outlined in ARSD 67:42:10:10.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/20/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

67. Policies related to requirements for each child care worker to be at least 18 years of age and supervised by director/program planner; and secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult? 67:42:10:10

Corrections To Be Made:

Program written policy did not contain the requirement for each child care worker to be at least 18 years of age and supervised by director/program planner; and secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.

The program policies must contain information as outlined in ARSD 67:42:10:10.

Correction: The program policies contain information as outlined in ARSD 67:42:10:10.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/20/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

68. Policies related to requirement for describing that the person who plans center programming has specific education and experience? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for describing that the person who plans center programming has specific education and experience.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

69. Policy related to requiring volunteers used to fill staff member positions, to meet the requirements for the position they are filling? 67:42:10:10

Corrections To Be Made:	Agency Action:	
Program written policy did not contain the requirement for volunteers used to fill staff member positions, to meet the requirements for the position they are filling.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

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:	
Program written policy did not contain the requirement that no staff member or volunteer will have a substantiated report of child abuse or neglect.	Compliance Plan	
The program policies must contain information as outlined in ARSD 67:42:10:10.	Suggested Completion Date:	Actual Completion Date:
Correction: The program policies contain information as outlined in ARSD 67:42:10:10.	12/20/2019	12/20/2019
	Status: Corrected	

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:

Program written policy did not contain the 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.

The program policies must contain information as outlined in ARSD 67:42:10:10.

Correction: The program policies contain information as outlined in ARSD 67:42:10:10.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/20/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

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:

Program written policy did not contain the requirement that no staff member's name will be located on the Sex Offender Registry.

The program policies must contain information as outlined in ARSD 67:42:10:10.

Correction: The program policies contain information as outlined in ARSD 67:42:10:10.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/20/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

Miscellaneous Rule Violations

61:15:05:05 - Exit requirements.

Corrections To Be Made:

The exit doors contain deadbolt locks and do not allow individuals to open the door in one single motion.

The locks/hardware on the exit doors must allow individuals to open the door in one single motion.

A letter of notification was issued allowing the program until April 30, 2020 to replace the hardware on the exit doors to allow individuals to open the door in one single motion.

Agency Action:

Letter of Notification

Suggested
Completion
Date:

04/30/2019

Actual
Completion
Date:

Status: **Pending**

61:15:05:12 - Latches and locks.

Corrections To Be Made:

There are locks on the outside of the classroom doors.

The classroom door latches must be capable of being opened by the children from the inside.

A letter of notification was issued allowing the program until April 30, 2020 to replace the locks on the classroom doors to ensure the door latches are capable of being opened by the children from the inside.

Agency Action:

Letter of Notification

Suggested
Completion
Date:

Actual
Completion
Date:

04/30/2020

Status: **Pending**

Penny Marsh

Provider Signature

11/20/2019

Date

Stacie Ugofsky

Inspector Signature

11/20/2019

Date