

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Timber Lake Community Day Care**

City: **Timber Lake**

Provider Number: **010608235**

Inspector: **McKenzie Hyronimus**

Date of Inspection: **02/28/2020**

Time of Inspection: **10:03 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, Fire/tornado Drills

37. Is the program Certificate of License posted in a visible location? SDCL 26-6-13

<p>Corrections To Be Made:</p> <p>Program Certificate of License is not posted.</p> <p>CORRECTION: Provider submitted verification the program Certificate of License is posted.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;">03/06/2020</td> <td style="text-align: right;">04/06/2020</td> </tr> <tr> <td colspan="2" style="text-align: right;">Status: Corrected</td> </tr> </table>	Suggested Completion Date:	Actual Completion Date:	03/06/2020	04/06/2020	Status: Corrected	
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Status: Corrected							

38. Does the program post in a visible location a copy of the facility's latest Inspections or Program & Facility Safety Inspections and Child Care Licensing Inspection Summary? And if on a CAP, does the program have a copy of the plan available at request? 67:42:16:17

<p>Corrections To Be Made:</p> <p>Program does not have copy of the facility's latest inspection posted.</p> <p>CORRECTION: Provider submitted verification of the latest facility inspection posted.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;">03/06/2020</td> <td style="text-align: right;">04/06/2020</td> </tr> <tr> <td colspan="2" style="text-align: right;">Status: Corrected</td> </tr> </table>	Suggested Completion Date:	Actual Completion Date:	03/06/2020	04/06/2020	Status: Corrected	
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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.

<p>Corrections To Be Made:</p> <p>JA - Timely Orientation, CPR, Training KE - Timely Orientation, CPR, Training BG - Central Registry Check, Timely Orientation, CPR, Training MH - C A/N Report Statement, Timely Orientation, CPR JH - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, Training RP - Timely Orientation, CPR, Training</p>	<p>Agency Action:</p> <p>Corrective Action Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>03/28/2020</td> <td>05/18/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/28/2020	05/18/2020
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03/28/2020	05/18/2020				

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.

<p>Corrections To Be Made:</p> <p>TA - Information Sheet, Emergency Permission CE - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission LG - Enrollment Date SG - Enrollment Date, Immunization Records LH - Enrollment Date, Immunization Records LH - Enrollment Date, Immunization Records MH - Enrollment Date BH - Enrollment Date BH - Enrollment Date, Immunization Records BK - Enrollment Date JK - Enrollment Date MK - Enrollment Date CL - Enrollment Date, Immunization Records CM - Enrollment Date, Immunization Records EM - Enrollment Date RM - Enrollment Date RM - Enrollment Date, Immunization Records CM - Enrollment Date, Immunization Records AO - Enrollment Date, Immunization Records TO - Enrollment Date, Immunization Records CW - Enrollment Date CW - Enrollment Date WW - Enrollment Date CZ - Enrollment Date, Immunization Records</p>	<p>Agency Action:</p> <p>Corrective Action Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>03/28/2020</td> <td>04/23/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/28/2020	04/23/2020
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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:	
Program did not have a written emergency preparedness and response plan.	Compliance Plan	
CORRECTION: Provider submitted verification of a written emergency preparedness and response plan.	Suggested Completion Date:	Actual Completion Date:
	03/13/2020	04/06/2020
	Status: Corrected	

J. Written Program Policies

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:	Agency Action:	
A written policy for change of circumstance needs to be added to the handbook.	Corrective Action Plan	
A Corrective Action Plan was issued due to the initial time frame not being achieved. Completion date of the Corrective Action Plan 05/20/2020	Suggested Completion Date:	Actual Completion Date:
	03/28/2020	05/05/2020
	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:	Agency Action:	
A written policy 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 needs to be added to the handbook.	Corrective Action Plan	
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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 needs a written policy related to requirement for center programmer.	Corrective Action Plan	
A Corrective Action Plan was issued due to the initial time frame not being achieved. Completion date of the Corrective Action Plan 05/20/2020.	Suggested Completion Date:	Actual Completion Date:
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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:	
A written policy about volunteer requirements needs to be added to the handbook.	Corrective Action Plan	
A Corrective Action Plan was issued due to the initial time frame not being achieved. Completion date of the Corrective Action Plan 05/20/2020.	Suggested Completion Date:	Actual Completion Date:
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	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

<p>Corrections To Be Made:</p> <p>A written policy related to requirement that no staff member or volunteer will have a substantiated report of child abuse or neglect needs to be added to the handbook.</p> <p>*A Corrective Action Plan was issued due to the initial time frame not being achieved. Completion date of the Corrective Action Plan 05/20/2020.*</p>	<p>Agency Action:</p> <p>Corrective Action Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>03/28/2020</td> <td>05/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/28/2020	05/05/2020
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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

<p>Corrections To Be Made:</p> <p>A written policy 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.</p> <p>*A Corrective Action Plan was issued due to the initial time frame not being achieved. Completion date of the Corrective Action Plan 05/20/2020.*</p>	<p>Agency Action:</p> <p>Corrective Action Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>03/28/2020</td> <td>05/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/28/2020	05/05/2020
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72. Policies related to requirement that no staff member's name will be located on the Sex Offender Registry? 67:42:10:10

<p>Corrections To Be Made:</p> <p>A written policy related to requirement that no staff member's name will be located on the Sex Offender Registry.</p> <p>*A Corrective Action Plan was issued due to the initial time frame not being achieved. Completion date of the Corrective Action Plan 05/20/2020.*</p>	<p>Agency Action:</p> <p>Corrective Action Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>03/28/2020</td> <td>05/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/28/2020	05/05/2020
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Barbara Goldade

 Provider Signature

02/28/2020

 Date

McKenzie Hyronimus

 Inspector Signature

02/28/2020

 Date