

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Boys and Girls Club of Brookings**

City: **Brookings**

Provider Number: **011517176**

Inspector: **Ambuer Jaacks**

Date of Inspection: **08/03/2020**

Time of Inspection: **11:35 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

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

<p>Corrections To Be Made:</p> <p>Program completed 3 fire drills and 1 tornado drill in 2019. Program has completed drills in 2020 and does understand the requirement to complete 4 fire drills and one tornado drill each year.</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">08/17/2020</td> <td style="text-align: center;">08/06/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	08/17/2020	08/06/2020
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08/17/2020	08/06/2020				

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>DA - Training MW - Timely Orientation</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">08/17/2020</td> <td style="text-align: center;">08/07/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	08/17/2020	08/07/2020
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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: Policy will be added to parent handbook. Policy has been added to parent handbook.	Agency Action: Compliance Plan Suggested Completion Date: 08/17/2020 Status: Corrected	Actual Completion Date: 08/07/2020
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Kelsie Kroetch

 Provider Signature

08/03/2020

 Date

Ambuer Jaacks

 Inspector Signature

08/05/2020

 Date