

# Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Tiny Toes Adventure Center**      City: **Brookings**      Provider Number: **011517598**  
 Inspector: **Ambuer Jaacks**      Date of Inspection: **08/14/2020**      Time of Inspection: **10:12 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>Program to post lesson plans in the classrooms.</b><br/>         .....</p> <p><b>Lesson plans posted at time of inspection.</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>08/21/2020</b></td> <td style="text-align: center;"><b>08/14/2020</b></td> </tr> </table> <p>Status: <b>Corrected Immediately</b></p> | Suggested Completion Date: | Actual Completion Date: | <b>08/21/2020</b> | <b>08/14/2020</b> |
| Suggested Completion Date:   | Actual Completion Date:  |                            |                         |                   |                   |
| <b>08/21/2020</b>  | <b>08/14/2020</b>  |                            |                         |                   |                   |

## E. Nutrition and Meal Planning

33. Is a weekly menu posted that records actual food served? 67:42:10:13

|  |  |                            |                         |                   |                   |
|--|--|----------------------------|-------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p><b>Program to post menus for parents to view.</b><br/>         .....</p> <p><b>Menu printed and posted at time of inspection</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>08/21/2020</b></td> <td style="text-align: center;"><b>08/14/2020</b></td> </tr> </table> <p>Status: <b>Corrected Immediately</b></p> | Suggested Completion Date: | Actual Completion Date: | <b>08/21/2020</b> | <b>08/14/2020</b> |
| Suggested Completion Date:   | Actual Completion Date:  |                            |                         |                   |                   |
| <b>08/21/2020</b>  | <b>08/14/2020</b>  |                            |                         |                   |                   |

## 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:  | Agency Action:             |                         |
| <b>SA - Three References</b>   | <b>Compliance Plan</b>     |                         |
| <b>LH - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</b> | Suggested Completion Date: | Actual Completion Date: |
| <b>SO - Three References</b>   | <b>08/31/2020</b>          | <b>08/21/2020</b>       |
| <b>HP - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</b> | Status: <b>Corrected</b>   |                         |
| <b>MR - Three References</b>   |                            |                         |

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:             |                         |
| <b>KD - Emergency Permission</b>                    | <b>Compliance Plan</b>     |                         |
| <b>MH - Information Sheet, Immunization Records</b> | Suggested Completion Date: | Actual Completion Date: |
| <b>RM - Emergency Permission</b>                    | <b>08/21/2020</b>          | <b>08/25/2020</b>       |
| <b>ZM - Emergency Permission</b>                    | Status: <b>Corrected</b>   |                         |
| <b>MM - Information Sheet, Immunization Records</b> |                            |                         |
| <b>MM - Information Sheet, Immunization Records</b> |                            |                         |

## 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>Program will complete an EPRP for the program.</b> | <b>Compliance Plan</b>     |                         |
| .....   | Suggested Completion Date: | Actual Completion Date: |
| <b>Completed by program director.</b>                 | <b>08/28/2020</b>          | <b>09/02/2020</b>       |
|   | Status: <b>Corrected</b>   |                         |

45. Does the program provide a written Staff Training Plan? 67:42:10:06

|   |                            |                         |
|---|----------------------------|-------------------------|
| Corrections To Be Made:   | Agency Action:             |                         |
| <b>Program is to develop an annual in-service training plan for all staff employed.</b> | <b>Compliance Plan</b>     |                         |
| .....   | Suggested Completion Date: | Actual Completion Date: |
| <b>Program training schedule for 2020 received.</b>                                     | <b>08/28/2020</b>          | <b>08/27/2020</b>       |
|   | Status: <b>Corrected</b>   |                         |

**J. Written Program Policies**

54. Policies related to requirement for nutritional foods served? 67:42:10:10

|   |                            |                         |
|---|----------------------------|-------------------------|
| Corrections To Be Made:                         | Agency Action:             |                         |
| <b>Program will add this to their policies.</b> | <b>Compliance Plan</b>     |                         |
| .....   | Suggested Completion Date: | Actual Completion Date: |
| <b>This has been added to program policies</b>  | <b>08/28/2020</b>          | <b>08/24/2020</b>       |
|   | Status: <b>Corrected</b>   |                         |

56. Policies related to requirement for center's position on meals, snacks, or formula brought from home? 67:42:10:10

|  |                            |                         |
|--|----------------------------|-------------------------|
| Corrections To Be Made:                                | Agency Action:             |                         |
| <b>Program will add this to their policies.</b>        | <b>Compliance Plan</b>     |                         |
| .....  | Suggested Completion Date: | Actual Completion Date: |
| <b>This policy has been added to program policies.</b> | <b>08/28/2020</b>          | <b>08/24/2020</b>       |
|  | Status: <b>Corrected</b>   |                         |

57. Policies related to requirement for prevention and response to emergencies due to food and allergic reactions? 67:42:10:10

|   |                            |                         |
|---|----------------------------|-------------------------|
| Corrections To Be Made:                               | Agency Action:             |                         |
| <b>Program will add this to their policies.</b>       | <b>Compliance Plan</b>     |                         |
| .....   | Suggested Completion Date: | Actual Completion Date: |
| <b>This policy has been added to program policies</b> | <b>08/28/2020</b>          | <b>08/24/2020</b>       |
|   | Status: <b>Corrected</b>   |                         |

58. Policies related to requirement for feeding of infants? 67:42:10:10

|  |                            |                         |
|--|----------------------------|-------------------------|
| Corrections To Be Made:                                | Agency Action:             |                         |
| <b>Program will add this to their policies.</b>        | <b>Compliance Plan</b>     |                         |
| .....  | Suggested Completion Date: | Actual Completion Date: |
| <b>This policy has been added to program policies.</b> | <b>08/28/2020</b>          | <b>08/24/2020</b>       |
|  | Status: <b>Corrected</b>   |                         |

59. Policies related to requirement for prevention of shaken baby syndrome and abusive head trauma? 67:42:10:10

|   |   |                            |                         |                   |                   |
|---|---|----------------------------|-------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p><b>Program will add this to their policies</b><br/> .....<br/> <b>This policy has been added to program policies.</b></p> | <p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/28/2020</b></td> <td><b>08/28/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p> | Suggested Completion Date: | Actual Completion Date: | <b>08/28/2020</b> | <b>08/28/2020</b> |
| Suggested Completion Date:  | Actual Completion Date:   |                            |                         |                   |                   |
| <b>08/28/2020</b>   | <b>08/28/2020</b>   |                            |                         |                   |                   |

62. Policies related to requirement for handling and storage of hazardous material and the disposal of bio contaminants? 67:42:10:10

|  |   |                            |                         |                   |                   |
|--|---|----------------------------|-------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p><b>Program will add this to their policies</b><br/> .....<br/> <b>Policy has added this to program's general policies handbook</b></p> | <p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/28/2020</b></td> <td><b>08/28/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p> | Suggested Completion Date: | Actual Completion Date: | <b>08/28/2020</b> | <b>08/28/2020</b> |
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| <b>08/28/2020</b>  | <b>08/28/2020</b>   |                            |                         |                   |                   |

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

|   |   |                            |                         |                   |                   |
|---|---|----------------------------|-------------------------|-------------------|-------------------|
| <p>Corrections To Be Made:</p> <p><b>Program will add this to their policies.</b><br/> .....<br/> <b>Policy has been added to program general policies handbook</b></p> | <p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>08/28/2020</b></td> <td><b>08/28/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p> | Suggested Completion Date: | Actual Completion Date: | <b>08/28/2020</b> | <b>08/28/2020</b> |
| Suggested Completion Date:  | Actual Completion Date:   |                            |                         |                   |                   |
| <b>08/28/2020</b>   | <b>08/28/2020</b>   |                            |                         |                   |                   |

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:                                   | Agency Action:             |                         |
| <b>Program will add this to their policies.</b>           | <b>Compliance Plan</b>     |                         |
| .....   | Suggested Completion Date: | Actual Completion Date: |
| <b>Policy added to program general policies handbook.</b> | <b>08/28/2020</b>          | <b>08/28/2020</b>       |
|   | Status: <b>Corrected</b>   |                         |

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:             |                         |
| <b>Program will add this to their policies.</b>           | <b>Compliance Plan</b>     |                         |
| .....   | Suggested Completion Date: | Actual Completion Date: |
| <b>Policy added to program general policies handbook.</b> | <b>08/28/2020</b>          | <b>08/28/2020</b>       |
|   | Status: <b>Corrected</b>   |                         |

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:             |                         |
| <b>Program will add this to their policies</b>                       | <b>Compliance Plan</b>     |                         |
| .....  | Suggested Completion Date: | Actual Completion Date: |
| <b>Policy has been added to program's general policies handbook.</b> | <b>08/28/2020</b>          | <b>08/28/2020</b>       |
|  | Status: <b>Corrected</b>   |                         |

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:

**Program will add this to their policies.**

.....  
**Policy added to program general policies handbook.**

Agency Action:

**Compliance Plan**

Suggested  
Completion  
Date:

Actual  
Completion  
Date:

**08/28/2020**

**08/28/2020**

Status: **Corrected**

**Linea Dahl**

Provider Signature

**08/14/2020**

Date

**Ambuer Jaacks**

Inspector Signature

**08/14/2020**

Date