

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Melissa's Little Lambs**

City: **Parker**

Provider Number: **018042907**

Inspector: **Denise Ferguson**

Date of Inspection: **04/04/2018**

Time of Inspection: **1:33 PM**

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

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>BL - Three References, C A/N Report Statement JP - Three References, C A/N Report Statement HS - Three References, C A/N Report Statement JS - Three References, C A/N Report Statement SS - Three References, C A/N Report Statement</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;">05/04/2018</td> <td style="text-align: center;">05/17/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	05/04/2018	05/17/2018
Suggested Completion Date:	Actual Completion Date:				
05/04/2018	05/17/2018				

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:	
AD - Emergency Contact	Compliance Plan	
MF - Emergency Contact, Immunization Records	Suggested Completion Date:	Actual Completion Date:
WH - Emergency Permission, Immunization Records	05/04/2018	05/30/2018
BJ - Immunization Records	Status: Corrected	
RJ - Immunization Records		
WJ - Information Sheet, Emergency Permission, Immunization Records		
CK - Emergency Contact		
HK - Emergency Contact		
PL - Emergency Contact, Immunization Records		
TN - Immunization Records		
HN - Immunization Records		
AP - Emergency Permission, Immunization Records		
DP - Emergency Contact		
MP - Emergency Contact		

H. Insurance

42. Does the facility have documentation the program has current liability insurance coverage?
67:42:16:16

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	Compliance Plan	
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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

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J. Written Program Policies

48. Policies related to fee schedules and when payment is due? 67:42:10:10

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49. Policies related to ability or inability to make refunds or credits? 67:42:10:10

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50. Policy related to requirement for children's immunization records to be obtained and maintained current? 67:42:10:10

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53. Policies related to requirement for storage and administration of medication, including having written parent consent and documentation procedures? 67:42:10:10

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55. Policies related to requirement for time meals and snacks are served? 67:42:10:10

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

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

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60. Policies related to requirement for whether or not transportation is provided? If provided, does the policy include use of child passenger restraint systems for children in care, following current laws and each vehicle will only carry the number of children allowed by vehicle passenger capacity determined by number of safety belts installed in the vehicle? 67:42:10:10

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61. Policies related to an emergency preparedness and response plan? 67:42:10:10

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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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Melissa Preheim

 Provider Signature

04/04/2018

 Date

Denise Ferguson

 Inspector Signature

04/04/2018

 Date