

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Stepping Stones**

City: **Yankton**

Provider Number: **019522405**

Inspector: **Stacie Ugofsky**

Date of Inspection: **03/20/2019**

Time of Inspection: **10:53 AM**

The items listed below are those that the provider was not in compliance with at the time of the inspection.

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>Menu is not posted in the preschool/school-aged center.</p> <p>Correction: A weekly menus was posted. The program planner will ensure that the menu is posted weekly.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">03/20/2019</td> <td style="text-align: center;">03/20/2019</td> </tr> </table> <p>Status: Corrected Immediately</p>	Suggested Completion Date:	Actual Completion Date:	03/20/2019	03/20/2019
Suggested Completion Date:	Actual Completion Date:				
03/20/2019	03/20/2019				

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>DB - Timely Orientation, CPR KB - Timely Orientation, CPR SD - Timely Orientation AI - Three References, Central Registry Check, Sex Offender Registry Check MM - Timely Orientation MO - Timely Orientation PS - Timely Orientation</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">04/15/2019</td> <td style="text-align: center;">05/09/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	04/15/2019	05/09/2019
Suggested Completion Date:	Actual Completion Date:				
04/15/2019	05/09/2019				

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>CB - Immunization Records AC - Immunization Records PK - Immunization Records</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 04/15/2019</p> <p>Actual Completion Date: 05/09/2019</p> <p>Status: Corrected</p>
--	--

J. Written Program Policies

46. Policies related to admission requirements? 67:42:10:10

<p>Corrections To Be Made:</p> <p>Policies must include admission requirements for all children enrolled (application for admission; emergency contact; written permission for emergency medical care and current immunization records).</p> <p>Correction: The policies were updated to include all information as outlined in regulation standard.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 04/15/2019</p> <p>Actual Completion Date: 05/09/2019</p> <p>Status: Corrected</p>
--	--

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

<p>Corrections To Be Made:</p> <p>Policy must outline if the center can or cannot make refunds or credits.</p> <p>Correction: The policies were updated to include all information as outlined in regulation standard.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 04/15/2019</p> <p>Actual Completion Date: 05/09/2019</p> <p>Status: Corrected</p>
--	--

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

Corrections To Be Made:	Agency Action:
Policy must outline that a written emergency preparedness and response plan is developed and will be implemented when necessary.	Compliance Plan
Correction: The policies were updated to include all information as outlined in regulation standard.	Suggested Completion Date: 04/15/2019
	Actual Completion Date: 05/09/2019
	Status: Corrected

Hollie Pearson

Provider Signature

03/20/2019

Date

Stacie Ugofsky

Inspector Signature

03/20/2019

Date