

# Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Karen 4 Kids**

City: **Yankton**

Provider Number: **018042674**

Inspector: **Stacie Ugofsky**

Date of Inspection: **08/01/2019**

Time of Inspection: **10:37 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>The one year old and toddler rooms do not have current activity plans developed. In the toddler room, one staff member was talking to children in a loud, derogatory manner.</b></p> <p><b>An activity plan must be developed and implemented that offer a variety of activities to meet the needs of the children. All staff members must engage with children in a manner that promotes self-esteem and positive self-image.</b></p> <p><b>Correction: Activity plans were developed and posted in the one year old and toddler rooms. The staff member talking to children in a loud, derogatory manner is no longer employed at the program.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td style="padding-right: 20px;">Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td style="padding-right: 20px;"><b>08/01/2019</b></td> <td><b>08/02/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>08/01/2019</b>	<b>08/02/2019</b>
Suggested Completion Date:	Actual Completion Date:				
<b>08/01/2019</b>	<b>08/02/2019</b>				

## B. Program Practices

11. Do staff ensure children are given direct care, protection, supervision, and guidance through active involvement or direct supervision? 67:42:16:19

Corrections To Be Made:	Agency Action:	
<b>For brief period of time, there was no staff in a classroom observing children during naptime.</b>	<b>Compliance Plan</b>	
<b>Staff members are responsible for the direction care and supervision of the children through active involvement or direct observation.</b>	Suggested Completion Date:	Actual Completion Date:
<b>Correction: The staff member who left the children unattended in the toddler room is no longer employed at the program. All staff were reminded that someone always has to be in a room during naptime.</b>	<b>08/01/2019</b>	<b>08/02/2019</b>
	Status: <b>Corrected</b>	

### C. Staff-Child Ratios

28. Do all staff, under 18 years old, work under direct and constant supervision of an adult? 67:42:10:05

Corrections To Be Made:	Agency Action:	
<b>A staff member, under 18 years old, was in the toddler room caring for the children without the direct and constant supervision of an adult staff member.</b>	<b>Statement of Understanding</b>	
<b>Staff under 18 years old must be under the direct and constant supervision of an adult staff member.</b>	Suggested Completion Date:	Actual Completion Date:
<b>Correction: All staff read and signed an acknowledgement statement verifying their understanding that staff under the age of 18 years old must work under the direct and constant supervision of an adult.</b>	<b>08/01/2019</b>	<b>08/14/2019</b>
	Status: <b>Corrected</b>	

### G. Record Keeping, Posting Information and Fire & Tornado Drills

38. Does the program post in a visible location a copy of the latest Program and 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

Corrections To Be Made:	Agency Action:	
<b>The current program inspection report and the facility safety inspection are not posted.</b>	<b>Compliance Plan</b>	
<b>The most current program and facility safety inspection reports and the program inspection information poster must be posted in a visible location.</b>	Suggested Completion Date:	Actual Completion Date:
<b>Correction: The director will ensure the most current program inspection and facility safety inspection reports and the program inspection information poster are posted in a visible location.</b>	<b>09/01/2019</b>	<b>09/17/2019</b>
	Status: <b>Corrected</b>	

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>IJ - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</b>	<b>Compliance Plan</b>	
<b>DS - C A/N Report Statement</b>	Suggested Completion Date:	Actual Completion Date:
<b>EW - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR</b>	<b>09/01/2019</b>	<b>09/12/2019</b>
	Status: <b>Corrected</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>CA - Immunization Records</b> <b>SA - Information Sheet, Immunization Records</b> <b>CB - Immunization Records</b> <b>AC - Immunization Records</b> <b>RC - Immunization Records</b> <b>ME - Emergency Permission</b> <b>EG - Immunization Records</b> <b>ZH - Immunization Records</b> <b>DH - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission, Immunization Records</b> <b>KJ - Immunization Records</b> <b>AK - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission</b> <b>ML - Immunization Records</b> <b>EM - Immunization Records</b> <b>NM - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission</b> <b>JP - Immunization Records</b> <b>CS - Immunization Records</b> <b>DS - Immunization Records</b> <b>JT - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission</b> <b>JT - Immunization Records</b> <b>LT - Immunization Records</b> <b>TT - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission</b> <b>SZ - Immunization Records</b>	<b>Compliance Plan</b>  Suggested Completion Date:                      Actual Completion Date:  <b>09/01/2019</b> <b>09/12/2019</b>	
	Status: <b>Corrected</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>The written emergency preparedness and response plan does not include accommodations made for infants and children with medical conditions; far site evacuation location; communication plan with parents and location of daily attendance sheet.</b>  <b>The written emergency preparedness plan must cover all areas as outlined in ARSD 67:42:10:10.</b>	<b>Compliance Plan</b>  Suggested Completion Date:                      Actual Completion Date:  <b>09/01/2019</b> <b>09/12/2019</b>	
<b>Correction: The director developed a written emergency preparedness plan that covers all areas as outlined in ARSD 67:42:10:10.</b>	Status: <b>Corrected</b>	

## J. Written Program Policies

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

Corrections To Be Made:	Agency Action:
<b>The policy does not outline that staff members must immediately report suspected child abuse or neglect to DSS or law enforcement.</b>	<b>Compliance Plan</b>
<b>The written policy must outline that staff members must immediately report suspected child abuse to Child Protection Services or law enforcement.</b>	Suggested Completion Date: <b>09/01/2019</b>
<b>Correction: The written policy outlines that staff members must immediately report suspected child abuse to CPS/law enforcement.</b>	Actual Completion Date: <b>09/12/2019</b>
	Status: <b>Corrected</b>

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:
<b>The policy does not outline that secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.</b>	<b>Compliance Plan</b>
<b>The policy must outline that that secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.</b>	Suggested Completion Date: <b>09/01/2019</b>
<b>Correction: The written policy outlines that secondary child care workers must be at least 14 years of age and work under the direct and constant supervision of an adult.</b>	Actual Completion Date: <b>09/12/2019</b>
	Status: <b>Corrected</b>

Karen Loecker

Provider Signature

08/01/2019

Date

Stacie Ugofsky

Inspector Signature

08/01/2019

Date