

Date Correction Plan Due 6/8/2021	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Hand In Hand A Place For All Child		2000556142 / 001 - 520077	
Address - Facility (Street, City, State, Zip Code) 800 Wisconsin St Box 13 Eau Claire WI 547033588		Telephone Number 715-833-7744	Date - Regulation Visit 5/21/2021
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	<p>251.04(6)(a)8.a. Child Record - Physical Exam - Under 2</p> <p>Description: On 5/21/21, A current Health/Physical Exam Report was not observed in the file for Child # 4.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	We have updated our system to ensure records are checked monthly	7/1/21
2	<p>251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>Description: On 5/21/21 A current Health/Physical Exam Report was not observed in the file for Child #6 and Child #8.</p>	We have updated our system to ensure records are checked monthly.	7/1/21

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3	<p>251.04(8)(b) Biennial Training - Child Abuse & Neglect</p> <p>Description: On 5/21/21, a current certificate of completion of the biennial training in child abuse & neglect laws, identification, and reporting procedures within the past 24 months was not observed for employee D and E.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	<p>Employee E has completed the training.</p> <p>Employee D is out on a leave of absence and will complete upon return.</p> <p>We have updated our annual trainings to include this as a check point to ensure we don't miss this window in the future.</p>	6/15/21	
4	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: On 5/21/21, a Staff Record form was not observed on file for employee A and C.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	<p>Both employee A and C have completed the paperwork.</p> <p>Going forward this will be completed upon hire during orientation.</p>	6/3/21	
5	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: On 5/21/21, employee A, B, and C did not have a health examination completed within 12 months prior or 30 days after beginning work at the center, indicating the person is physically able to work with young children and is free from illness detrimental to children including tuberculosis.</p>	<p>Employee A is a corporate employee who had physical upon hire in 2006. They have scheduled a physical to update file.</p> <p>Employee B has put in notice of resignation.</p> <p>Employee C has scheduled their appointment.</p> <p>We have updated our system and assigned a staff member to monitor staff files.</p>	7/1/21	

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6	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: On 5/21/21, during staff record review, educational qualifications for employee B and D as director and assistant teacher respectively, was not observed on file.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	<p>Employee B has resigned</p> <p>Employee D has miss placed their proof of training. A new training has been ordered and will be completed.</p> <p>We have added training options into our orientation as well as check points to ensure staff are trained in the time needed.</p>	9/1/21
7	<p>251.05(3)(b) Shaken Baby Syndrome Prevention Training</p> <p>Description: On 12/21/21, Documentation of Abusive Head Trauma Prevention training for employee A and D was completed after working with children under age of 5. Rule requires the a department approved training in Shaken Baby Syndrome and Abusive Head Trauma Training Prevention is required to be completed prior working with children under age 5.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	<p>Employees A + D have already completed the trainings.</p> <p>Going forward we have updated our orientation process to have this training completed the first week of employment.</p>	6/3/21
8	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: On 5/21/21, a current certificate of completion for infant and child cardiopulmonary resuscitation was not on file for employee A and D.</p> <p>Repeat violation: Previously cited on 8/21/2019</p>	<p>We have scheduled center wide CPR training, employees A + D will be certified at this time.</p> <p>Going forward this will be part of our orientation process. we have assigned a staff member to monitor staff training needs.</p>	6/29/21

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9	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: On 5/21/21, documentation of having completed an orientation within the first week at the center was not observed on file for employee A, B, and C.</p>	<p>Orientation for employees A, B, & C are complete.</p> <p>Orientation will be completed for every new hire the first week of employment.</p>	6/4/21	
10	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: On 5/21/21, a group of children in the Seahorse classroom was not supervised by a qualified child care teacher. Rule requires at least one child care teacher shall supervise each group of children.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	<p>We will make sure to hire float teachers to cover when our classroom teachers are on vacation. On 5/21/21 the Seahorse Teacher was on vacation and the assistant teacher was filling in. We have posted our open position on Indeed.</p>	7/1/21	
11	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width</p> <p>Description: On 5/21/21, it was observed that an exit was blocked by a gate with a clear width of less than 3 feet in the Star Fish classroom.</p>	<p>The gate has been removed and will not be replaced.</p>	5/21/21	

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12	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: On 5/21/21, There was no documentation showing the director reviewed the medical log books within the last 6 months, the last reviewed date was 8/3/20. Rule requires that records of injuries shall be reviewed by the director or designated person with staff every 6 months in order to ensure that all possible preventive measures are being taken.</p> <p>Repeat violation: Previously cited on 2/13/2020</p>	<p>Medical log books have been re-assigned to our office manager to complete.</p> <p>Google calendar reminders have been set going forward.</p>	6/21/21
13	<p>251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: On 5/21/21, documentation of development and routine changes every 3 months was not observed on file for child # 1, 4, and 5. Rule requires that every 3 months a child's development and routine changes be documented based on discussion with the parent.</p>	<p>The staff keep these records in their classrooms. The lead Teachers will ensure these will be discussed with parents every 3 months going forward.</p>	7/1/21
14	<p>251.09(1)(L) Infant & Toddler - Soft Materials In Cribs</p> <p>Description: On 5/21/21, in the Star Fish classroom, a blanket was observed hanging on the side of a crib with a child was sleeping in it.</p>	<p>Warnings were given to the staff working this day. We have reviewed 251.09(1)(L) with the staff.</p>	6/4/21

NAME - Certification Worker / Licensing Specialist
Sarah Yang

Date Issued
5/25/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Garet L Black

Date Signed
6-7-21