

<b>Date Correction Plan Due</b> 5/20/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Hand In Hand A Place For All Child		<b>Provider Number / Facility ID Number</b> 2000556142 / 001 - 520077	
<b>Address - Facility (Street, City, State, Zip Code)</b> 800 Wisconsin St Box 13 Eau Claire WI 547033588		<b>Telephone Number</b> 715-833-7744	<b>Date - Regulation Visit</b> 4/28/2022
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	251.04(6)(a)6. <b>Child Record - Health History</b>  Description: On 4/28/22, during a child record review, child #10 did not have a health history recorded on the department form Health History and Emergency Care Plan on file.	Staff member will work alongside director to ensure accurate and complete child records. Intake paperwork will be revised to ensure complete & accurate files when enrolled at center	6/30/22
2	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: On 4/28/22, a record of immunizations was not observed on file for child #4 and 10.	a staff member will work alongside the director to ensure accurate & complete records. Staff and families will be reminded to update health records regularly	6/30/22

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3	<p>251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b></p> <p>Description: On 4/28/22, a current health report was not observe on file for child #3 and 4.</p> <p>Repeat violation: Previously cited on 12/3/2021, 5/21/2021</p>	A staff member will work alongside the director to go over files & ensure accurate child records.	6/30/22
4	<p>251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b></p> <p>Description: On 4/28/22, a current health report was not observe on file for child #8.</p> <p>Repeat violation: Previously cited on 12/3/2021, 5/21/2021</p>	<p>A staff member will work alongside the director to go over files &amp; ensure accurate child records.</p> <p>A records update schedule will be established.</p>	6/30/22
5	<p>251.04(8)(b) <b>Biennial Training - Child Abuse &amp; Neglect</b></p> <p>Description: On 4/28/22, current certificate of completion of the biennial training in child abuse &amp; neglect laws, identification, and reporting procedures within the past 24 months was not observed for staff D.</p> <p>Repeat violation: Previously cited on 5/21/2021</p>	A staff member will document all staff trainings and schedule future trainings alongside director to ensure proper training and records of training.	6/30/22

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6	<p>251.05(2)(a)1. <b>Staff Record - Personal Information</b></p> <p>Description: On 4/28/22, a staff record form containing employee A's personal information was not observe on file.</p> <p>Repeat violation: Previously cited on 5/21/2021</p>	<p>All staff files will be organized with DCF checklist and all new hire paperwork will be completed before staff's first day.</p>	6/30/22
7	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: On 4/28/22, a physical examination to be reported on a form provided by the Department, completed 12 months prior or within 30 days after beginning work at the center was not observed on file for employee D, indicating she is free from illness detrimental to child including tuberculosis and physically able to work with young children.</p> <p>Repeat violation: Previously cited on 5/21/2021</p>	<p>All staff will schedule physical exam during orientation to ensure the physical is done in a timely manner</p>	6/30/22
8	<p>251.05(3)(b) <b>Shaken Baby Syndrome Prevention Training</b></p> <p>Description: On 4/28/22, Documentation of completion of Shaken Baby Syndrome/ Abusive Head Trauma Prevention training was not observed On file for staff D. 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 5/21/2021</p>	<p>A staff member will document all staff trainings and schedule future trainings alongside director to ensure proper training and records of training.</p>	6/30/22

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9	<b>251.05(3)(c)</b> <b>Cardiopulmonary Resuscitation Training</b>  Description: On 4/28/22, a current certificate of completion for infant and child cardiopulmonary resuscitation was not on file for employee B.  Repeat violation: Previously cited on 5/21/2021	a staff member will work alongside the director to organize a training schedule and create a routine to maintain files.	6/30/22	
10	<b>251.05(4)(a)</b> <b>Staff Orientation - Develop, Implement, Document</b>  Description: On 4/28/22, documentation of completion of orientation was not observed on file for employee A and D.  Repeat violation: Previously cited on 5/21/2021	Director will ensure a thorough orientation for new staff along with senior staff to maintain accurate and thorough orientation/new hire procedures	6/30/22	
11	<b>251.055(2)(b)</b> <b>Staff-To-Child Ratios - Minimum</b>  Description: On 4/28/22, the minimum ratio of child care worker to children was not maintained in the Sea Turtle classroom and the Angel Fish classroom, 1:12 (ages 2-3) and 1:7 (age 1 year old), respectively.  Repeat violation: Previously cited on 3/24/2022, 6/24/2021, 6/23/2021	Staff will undergo training to ensure understanding of classroom ratio sizes as well as maintain staffing over ratio.	6/30/22	

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12	251.06(2)(b) <b>Electrical Or Hot Surface Protection</b>  Description: On 4/28/22, electrical outlets accessible to children in care were observed not covered in the 4K classroom.  Repeat violation: Previously cited on 3/17/2022	Staff will go through opening/closing classroom check list to ensure all safety measures are met before allowing children into the classroom	6/30/22
13	251.06(2)(i) <b>Deteriorating Paint</b>  Description: On 4/28/22, chipping paint were observed in areas accessible to children in the 4k classroom.  Repeat violation: Previously cited on 3/17/2022	Staff had recently rearranged classroom to expose paint, retraining on maintenance requests. Maintenance will paint all chipping paint	6/15/22
14	251.06(9)(g)1.d. <b>Meal Preparation Staff - Orientation, Training</b>  Description: On 4/28/22, documentation of 4 hours of training in kitchen sanitation, food handling and nutrition annually was not observed on file for food service personnel (employee B.)	Training will be scheduled and documented properly in staff's file.	6/30/22

**NAME - Certification Worker / Licensing Specialist**  
Sarah Yang

**Date Issued**  
5/6/2022

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**