

Date Correction Plan Due 2/10/2022	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 Tomahawk Child Care Center		Provider Number / Facility ID Number 2000556562 / 001 - 620263		
Address - Facility (Street, City, State, Zip Code) 648 E Lincoln Ave Tomahawk WI 544871527		Telephone Number 715-453-1602	Date - Regulation Visit 1/21/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) Child Record - Maintenance & Availability Description: Children's records were locked in the Director's office and not available for review by the licensing specialist.	Was confirmed office was not locked door was just shut. Access key is available at all times to licensor. Staff A, Staff B, Staff C + Staff D are all aware of the safe place for key and key will be given to licensor when needed. Will also give location to licensor in person.	2/8/22	
2	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Per interview with the Director, neither staff supervising the 2-3 year old classroom on 01/21/2022 have documentation on file at the center that they are teacher qualified. Repeat violation: Previously cited on 2/20/2020	All staff will have required documentation in file. If staff does not have required paperwork the employee will complete the required courses to supervise classroom throughout the whole day. Certificates will be then placed in files after completion.	2/28/22	

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3	251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints Description: The cook was not wearing an effective hair restraint while preparing food for lunch.	Cook shall wear proper hair restraint while doing food preparation. Restraints for hair are located in kitchen.	2/8/22
4	251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces - Children Under 1 Description: Per discussion with staff, a child under the age of 1 has been sleeping on a mat on the floor.	Children under the age of one must sleep in pack n play even during transition time. Once child turns one child may sleep on mat. Pack n play available to children under the age of one.	2/8/22
5	251.07(5)(b)1. Mealtime - Staff With Children Description: Staff in the 2 - 3 year old group did not sit with the children at mealtime.	During meal times staff will sit @ table with children.	2/8/22

NAME - Certification Worker / Licensing Specialist
Kirsten Kronberger

Date Issued
1/27/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



