

Date Correction Plan Due 11/12/2024	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 Ginijjaanisinaanig		Provider Number / Facility ID Number 7000560867 / 001 - 620373			
Address - Facility (Street, City, State, Zip Code) 53552 Abinojyag Rd Ashland WI 54806		Telephone Number 715-682-7144	Date - Regulation Visit 10/8/2024		
	Rule/Statute Number Noncompliance Statement	Correction Plan	<table border="1"> <tr> <td data-bbox="1514 699 1767 767"> Expected Completion Date </td> <td data-bbox="1767 699 1982 767"> Verification Date </td> </tr> </table>	Expected Completion Date	Verification Date
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1	251.04(4)(a)2.d. Parent Notification - Child's Whereabouts Unknown Description: The parent of Child 1 was not notified immediately when Child 1's whereabouts were unknown.	Bad River Head Start will clarify in our Active Supervision procedure under the reporting section that staff is to immediately inform guardians if a child's whereabouts were unknown and that management will contact our state licensing Agency Worker. This new policy will be gone over in detail with staff on our next available staff meeting, December 13th.			
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B, Staff D and Staff F did not have a staff health report on file. Repeat violation: Previously cited on 4/30/2024	Staff B is waiting on documentation to be completed by their physician. It will be filed as soon as possible. Staff D has completed their physical examination and documentation is in their staff file. Staff F has made an appointment with their physician to complete the paperwork on November 20th at 11:15.			

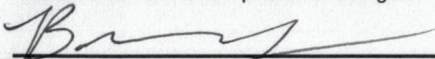
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3	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff A, Staff C and Staff E do not have a registry certificate that shows the staff have met the educational qualifications for their positions.</p> <p>Repeat violation: Previously cited on 4/30/2024</p>	<p>Staff A has been informed about their WI Registry need and is working on applying. Staff E applied for their Registry renewal on 10/18. Staff C has also sent in their Registry renewal in and is awaiting confirmation.</p>		
4	<p>251.05(3)(gr)2. Meal Prep Personnel - Orientation</p> <p>Description: Staff F did not have documented orientation on file.</p> <p>Repeat violation: Previously cited on 4/30/2024</p>	<p>Staff F completed the orientation with program Director and Assistant Director on 11/8 and filed.</p>		
5	<p>251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Staff F did not have documentation on file of completing at least 4 hours of training in kitchen, food handling and nutrition.</p> <p>Repeat violation: Previously cited on 4/30/2024</p>	<p>On 10/17, Staff F completed the 4 hour ServSafe training in Eau Claire, WI. They received their ServSave certificate on 11/12 and it has been filed.</p>		
6	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A did not have documentation of staff orientation on file.</p> <p>Repeat violation: Previously cited on 4/30/2024</p>	<p>Staff A completed orientation form with our most experienced staff member.</p>		

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7	251.055(1)(a) Supervision Of Children Description: The whereabouts of Child 1 were unknown due to Staff G and Staff H not providing sight and sound supervision to guide behaviors, prevent harm and ensure safety. Repeat violation: Previously cited on 3/21/2023	All staff, including Staff G and H, have been given resources on active supervision, have had a training with the Office of Head Start on Active Supervision, and are completing a 3 hour training through Northwest Connections on November 19th for Active Supervision.	
8	251.055(1)(f) Child Tracking Procedure Description: Neither Staff G or Staff H adhered to the child tracking procedure to ensure that the names and whereabouts of children are known at all times. The whereabouts of Child 1 were unknown when Child 1 went outside without staff knowing.	We have implemented a Face to Name child tracking system for each of our classrooms to ensure active supervision is being maintained, especially while outside of the classroom. We have also completed training and will complete more training on other systems of child tracking.	
9	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff C did not have documentation on file of completing infant and toddler provider training.	Staff C has been registered for Fundamentals of Infant and Toddler Care (I&T) through the WI Registry, starting on December 10th, with six sessions, lasting until December 19th.	

NAME - Agency Worker
Bonnie Davis

Date Issued
10/29/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

11/12/24