

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated May 13, 2024 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** matthew.peterson@wisconsin.gov or
 - **Fax:** (715) 930-1139 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
WESTERN REGION
610 GIBSON STREET
SUITE 2
EAU CLAIRE, WI 547012626

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

A handwritten signature in black ink, appearing to be 'M. H. H.', is located below the text. The signature is stylized and somewhat cursive.

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
5/27/2024

TO FILE A COMPLAINT CALL
715-930-1148

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
New Richmond Area Centre

Provider Number / Facility ID Number
4000584634 / 001 - 1014220

Address - Facility (Street, City, State, Zip Code)
425 E 5Th St New Richmond WI 540172103

Telephone Number
715-243-0849

Date - Regulation Visit
5/2/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)6m. Child Record - Immunization History Description: A completed immunization record was not observed in the file for Child #4.	Parents will be given another copy of the form + shared on-line option and required to return to maintain spot.	6-3-24	
2 251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center. Child #1 has been in care for more than 3 months and did not have a child health report on file.	Parents will be given another copy of the form and required to return to keep spot in our program.	6-3-24	

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425 E 5Th St New Richmond WI 540172103		715-243-0849	5/2/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.05(2)(a)2.</p> <p>Staff Record - Completed Background Check</p> <p>Description: The center did not have documentation of a completed child care background check for Staff A that indicates the person is eligible to work in a child care program as specified in s. 48.686, Stats., and ch. DCF 13.</p> <p>Repeat violation: Previously cited on 6/30/2022</p>	<p>Staff required to get fingerprinting done in order to return to work.</p>	5-6-24	
4	<p>251.05(2)(a)3.a.</p> <p>Staff Record - Physical Examination</p> <p>Description: The file for Staff A did not contain documentation of a physical examination report, completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is physically able to work with young children.</p>	<p>Staff will be required to get the exam to maintain employment.</p>	5-31-24	
5	<p>251.05(2)(a)8.</p> <p>Staff Record - Orientation</p> <p>Description: Staff A was missing documentation of having received a complete orientation before working with children in care.</p>	<p>Staff will review orientation with Director.</p>	5-24-24	

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6	<p>251.05(3)(cm)</p> <p>Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A was missing documentation of the required training on child abuse and neglect within one week after beginning work.</p> <p>Repeat violation: Previously cited on 8/3/2023</p>	<p>Staff will take the on-line training to fulfill the requirement.</p>	5-31-24
7	<p>251.055(1)(b)</p> <p>Supervision - Teacher Per Group Of Children</p> <p>Description: Each classroom, group of children, was not supervised by a teacher. One group of children in the infant room did not have a qualified teacher providing supervision on 5/2/2024.</p> <p>Repeat violation: Previously cited on 10/25/2022</p>	<p>We will review our staff schedule to assure we staff by qualifications and make sure all staff files are updated.</p>	<p>5-17-24</p>

NAME - Agency Worker
Matthew Peterson

Date Issued
5/13/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
5-17-24