

<b>Date Correction Plan Due</b> 5/26/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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> Precious Memories		<b>Provider Number / Facility ID Number</b> 0000589600 / 002 - 2005308		
<b>Address - Facility (Street, City, State, Zip Code)</b> 980 Willard Dr Green Bay WI 543045067		<b>Telephone Number</b> 920-455-0445	<b>Date - Regulation Visit</b> 4/25/2022	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)6. <b>Child Record - Health History</b>  Description: One of ten children's records reviewed did not contain required health history.	Health History record was on site, is now in child's file dated 7/6/21	4/25/22	
2	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: Two of ten children's records reviewed, did not contain required immunization history.  Repeat violation: Previously cited on 10/12/2021, 4/6/2021	Parents were given until 6/30 to have imm forms turned in.	6/30/22	



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3	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Three of ten children's records reviewed did not contain documentation of required physical exams every six months.	Parents were given until 6/30/22 to have physical records turned in.	6/30/22
4	251.04(8)(b) <b>Biennial Training - Child Abuse &amp; Neglect</b>  Description: One staff record reviewed did not contain documentation of CAN training every two years.	Staff meeting 5/12/22 on cont. ed, all staff completed on 6/2/22	6/2/22
5	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: One staff record did not contain a staff record form.	Received and placed in file on 4/26/22	4/28/22
6	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Three staff records did not contain required health examination.	Appt. made for all staff 6/6/22	6/30/22



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7	251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: Four staff records reviewed did not contain documentation of education qualifications.	Registry cert. placed in files and Staff enrolled in qualifying classes.	4/27/22
8	251.05(2)(a)5. <b>Staff Record - High School Diploma</b>  Description: Seven staff records did not contain high school diploma documentation.	Diplomas copied and placed in files	4/27/22
9	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff person left classroom but did not sign out on the classroom attendance sheet.  Repeat violation: Previously cited on 7/2/2021, 4/6/2021	Staff person had a one on one with Director on how important attendance sheets are. Staff meeting was held on the importance of attendance sheets	5/12/22
10	251.05(2)(a)7. <b>Staff Record - Continuing Education</b>  Description: Four staff records reviewed did not contain continuing education documentation.	Staff Cont. Ed binder made for logging classes	6/1/22



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11	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Six staff records reviewed did not contain current certificate of completion for infant/child CPR.  Repeat violation: Previously cited on 7/2/2021	Staff meeting on Cont. ed on 5/12/22 * All staff completed on 6/3/22 and cert. placed in files	6/3/22	
12	251.05(3)(e)4.d. <b>Center Director / Large Center - Entry-Level Training</b>  Description: Center director file reviewed and did not contain documentation of required additional director training.	Documentation on site and filed in staff file on 4/26/22	4/26/22	
13	251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: One staff record did not contain documentation of completed orientation.	orientation was on site, placed in staffs file on 4/25/22	4/25/22	
14	251.06(11)(b)5. <b>Outdoor Play Space - Energy-Absorbing Surfaces</b>  Description: At least 9 inches of energy absorbing material is required under climbing equipment, swings, and slides whenever play equipment is 4 feet or more in height and in a fall zone of 4 feet beyond the equipment.	Rubber Mulch was added on 4/30/22	4/30/22	



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15	251.06(11)(b)7. <b>Outdoor Play Space - Enclosure</b>  Description: The gate portion of the center's fence has an opening greater than 4 inches.	Fence was lowered on 4/30/22	4/30/22	
16	251.06(2)(i) <b>Deteriorating Paint</b>  Description: Deteriorating paint was observed on the infant room entry door.  Repeat violation: Previously cited on 4/6/2021	Entry door was painted on 4/30/22	4/30/22	
17	251.06(4)(d) <b>Exits &amp; Passageways - Unobstructed, Minimum Width</b>  Description: A lower level exit was partially obstructed by equipment and did not allow a minimum clear width of 3 feet.	Equipment was removed on 4/30/22	4/30/22	
18	251.07(6)(f)6. <b>Current Authorizations For Medications On Premises</b>  Description: The center had medications on premise without a current medication administration authorization from the parent.	Medication was sent home with parents or discarded on 4/29/22	4/29/22	



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19	251.08(4)(b) <b>Driver Orientation - Requirement</b>  Description: A staff member responsible for transporting children did not have documentation of receiving required annual driver training.	Documentation was on site, placed in staff file on 4/26/22	4/26/22	
20	251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b>  Description: Staff member responsible for transporting children did not have a copy of their annual driving record on file as required.	Record was requested on 4/26/22 and placed in staff file on 4/26/22	4/26/22	
21	251.09(1)(am) <b>Infant &amp; Toddler - Intake Information</b>  Description: One child's record reviewed did not contain Initial Under Two Admission information.	Intake form was on site and was placed in child's file on 4/26/22	4/26/22	
22	251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b>  Description: Five children's records reviewed did not contain updates to Under 2 Intake forms every 3 months as required.	Staff meeting on 5/12/22 on the importance of having updates done every 3 months	5/30/22	

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980 Willard Dr Green Bay WI 543045067		920-455-0445	4/25/2022
<b>Rule/Statute Number</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
<b>Noncompliance Statement</b>			

**NAME** - Certification Worker / Licensing Specialist  
Judith Zanon, Erin Mancoske-Anderson

Date Issued  
5/16/2022

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

Date Signed

6/3/22