

<b>Date Correction Plan Due</b> 6/2/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 608-422-6765
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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> Cargill Christian Preschool And D C		<b>Provider Number / Facility ID Number</b> 1000555561 / 001 - 120266	
<b>Address - Facility (Street, City, State, Zip Code)</b> 2000 Wesley Ave Janesville WI 53545		<b>Telephone Number</b> 608-752-2140	<b>Date - Regulation Visit</b> 5/11/2022
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b> <b>Verification Date</b>
1	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: The center did not maintain documentation of staff hours worked in each classroom when multiple staff failed to sign in and out of multiple classrooms when they entered and left the staff-to-child ratio.</p>	<p>Staff will be retrained on sign in and out procedures on the roll call sheet when entering and leaving the classroom. Management will spot check and weekly monitor for staff compliance.</p>	<p>6/1/22</p>

**NAME** - Certification Worker / Licensing Specialist  
Chelsey Thill

**Date Issued**  
5/19/2022

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

*Dawn Allen*

**Date Signed**

5/26/22

Staff Memo- May 24, 2022

All staff counted in ratio are required to sign in and out on the back of the attendance (roll call) sheet whenever entering or leaving a classroom. The roll call sheet is our official legal document of both the children's attendance and the staff attendance within a classroom and shall be treated as such. This document can be used for licensing verification of ratios, staff schedules, and children attendance. It can be also be used in a legal capacity to prove who was in a classroom at what time, staff ratios, and other legal manners that arise.

The following procedures must be followed in regards to this document:

\*All children will be signed in and out when they enter and leave the classroom. **Do not** sign them in until they have officially arrived into the classroom.

\*Do not pre-sign yourself in/out or round to the nearest number. The time should reflect the actual time you enter the classroom and when you leave

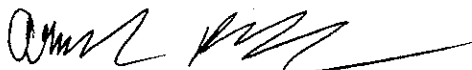
\*The clipboard should be handed from one teacher to the other so they can sign themselves in and out

\*White out should not be used. If something needs to be corrected, please cross out and initial.

\*Closing teachers should ensure that all children and staff have been signed out at the end of the day.

Our last licensing visit showed that a number of staff were not accurately signing themselves in and out consistently. This resulted in a licensing violation and is unacceptable. Management will be doing spot checks of the roll call sheets and checking them weekly to make sure everyone is signing in and out correctly. Failure to follow the proper procedures for the roll call sheets may result in disciplinary action up to and including termination.

Please sign below that you have read and understand the policy regarding the roll call sheets and attendance documentation procedures for both children and staff.



John E. Lauer

Kristina Sensenbary

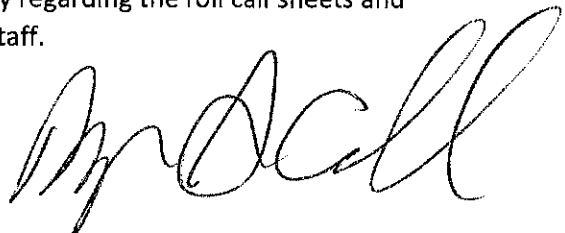
Tammy Boyd



Sheri Cherry


Sara Mun

Jessie Rose



John R. Press

Daniel Thompson  
manager white



Cary