

Date Correction Plan Due 12/3/2019	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Red Caboose Child Care Center Inc.		Provider Number / Facility ID Number 6000557946 / 001 - 120043									
Address - Facility (Street, City, State, Zip Code) 654 Williamson St Madison WI 53703		Telephone Number 608-256-1566	Date - Regulation Visit 11/5/2019								
	Rule/Statute Number Noncompliance Statement	Correction Plan	<table border="1"> <tr> <th data-bbox="1502 694 1747 774">Expected Completion Date</th> <th data-bbox="1747 694 1960 774">Verification Date</th> </tr> </table>	Expected Completion Date	Verification Date						
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1	<p>251.055(1)(a) Close Supervision Of Children</p> <p>Description: Each child was not supervised by a child care worker who was within the sight and sound of the child to guide the child's behavior and activities, prevent harm, and ensure safety when on 10/28/19, a four-year-old child was left unsupervised on the playground for approximately two minutes when her class transitioned inside. A parent alerted staff to the child's presence outside and she was brought inside missing her shoes and socks. This incident was self-reported.</p> <p>Repeat violation: Previously cited on 6/18/2019, 8/6/2018, 5/22/2018</p>	<p>1) A emergency staff meeting was called to review our current policies and procedures for tracking and care of children!</p> <p>2) Active supervision training was revisited and talked about with all staff members</p> <p>3) Each staff member involved was put on suspension as part of disciplinary action</p> <p>4) Zoning procedure and closing procedures were changed to include:</p>	<table border="1"> <tr> <td data-bbox="1502 774 1747 869">October 30th, 2019</td> <td data-bbox="1747 774 1960 869"></td> </tr> <tr> <td data-bbox="1502 869 1747 965">October 30th, 2019</td> <td data-bbox="1747 869 1960 965"></td> </tr> <tr> <td data-bbox="1502 965 1747 1061">November 22, 2019</td> <td data-bbox="1747 965 1960 1061"></td> </tr> <tr> <td data-bbox="1502 1061 1747 1157">November 1st, 2019</td> <td data-bbox="1747 1061 1960 1157"></td> </tr> </table>	October 30th, 2019		October 30th, 2019		November 22, 2019		November 1st, 2019	
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1) Sweeping the playground zones @ the end of the day before going inside

2) Classrooms will now close in their individual rooms until 5:30 when they will combine

3) The playground/moonshine/sunshine room may not be used after 5:00pm.

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2	251.055(1)(f) Child Tracking Procedure Description: The center did not adhere to a procedure to ensure that the number, names, and whereabouts of children in care were known to assigned child care workers at all times when multiple staff stated they did not follow the procedure for face-to-name counting during a transition inside on 10/28/19, and as a result a four-year-old child was left alone outside for under two minutes. This incident was self-reported. Repeat violation: Previously cited on 5/22/2018	1) Each teacher involved was re trained on how to conduct a Proper face to name. We changed the procedure to include a check in with a co-teacher to make sure each person heard and acknowledged the children in their care. 2) We now have closing staff sweeping the playground before going inside. 3) Disciplinary action was taken with both staff members and they were 4) Directors will periodically check in and conduct a face to name check with staff and observe transition to make sure procedures are being followed.	October 30 th , 2019 November 1st, 2019 November 22, 2019 November 1st, 2019 and is on going.

NAME - Certification Worker / Licensing Specialist
 Chelsey Thill

Date Issued
 11/19/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
 12/3/2019