

Date Correction Plan Due 1/12/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	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 Kids And Company Day Care		Provider Number / Facility ID Number 3000559683 / 001 - 520542		
Address - Facility (Street, City, State, Zip Code) 500 E Veterans St Tomah WI 54660		Telephone Number 608-372-1694	Date - Regulation Visit 11/30/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(jm) Report - Prohibited Actions Description: The licensee/center failed to report prohibited actions by an employee to a child in care to the Department within 24 hours of the occurrence.	I will be responsible for reporting any injury or occurrence within the 24 hour period of which is allowed by the licensing rules.	12/31/2022	
2	251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Staff A was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting. Repeat violation: Previously cited on 7/13/2022, 7/14/2021	This is now part of the orientation of each staff we will set a date for which all staff will update these trainings every two years. This will be required to be completed by April 30th every two years as required by state licensing.	12/31/2022	



Name - Certified Operator / Licensed Center Kids And Company Day Care		Provider Number / Facility ID Number 3000559683 / 001 - 520542		
Address - Facility (Street, City, State, Zip Code) 500 E Veterans St Tomah WI 54660		Telephone Number 608-372-1694	Date - Regulation Visit 11/30/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: There was no documentation of Staff Record form information in the file for employee B, D and F.</p> <p>Repeat violation: Previously cited on 7/14/2021</p>	<p>These were given to staff to complete. Staff B finished 12/30/2022 Staff F finished 12/30/2022 and staff D will receive hers on 1/4/2023 to complete.</p>	1/4/2023	
4	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: The files for Staff A, C, D, E and J did not contain documentation of a physical examination report on a form provided by the department, completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.</p> <p>The file for Staff B did not contain documentation of a physical examination report indicating the person is physically able to work with young children.</p> <p>Repeat violation: Previously cited on 7/13/2022, 7/14/2021</p>	<p>Staff A and C are no longer with Kids and Company. Staff D will be asked to complete during the week of 1/9/2023 she has appt. this week. Staff E was given form and has appointment set. Staff J has appt on 1/26/2023 with provider.</p>	1/26/2023	
5	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff H is missing a certificate from The Registry documenting that the person has met the educational qualifications for a teacher and has worked as a teacher for at least 6 months.</p> <p>Repeat violation: Previously cited on 7/14/2021</p>	<p>Staff H has turned in all information requested and is waiting for Registry.</p>	1/15/2023	

Name - Certified Operator / Licensed Center Kids And Company Day Care		Provider Number / Facility ID Number 3000559683 / 001 - 520542		
Address - Facility (Street, City, State, Zip Code) 500 E Veterans St Tomah WI 54660		Telephone Number 608-372-1694	Date - Regulation Visit 11/30/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: The center was unable to provide accurate documentation of days and hours worked in specific classrooms for staff who was being counted in staff-to-child ratios for the last several weeks where a complaint alleged the rooms were out of staff-to-child ratio.</p> <p>Repeat violation: Previously cited on 11/2/2022</p>	We have worked on this and will continue to have employees fill out their time as they enter and exit the rooms at the beginning of the day, at lunchtime and end of the day.	12/30/2022	
7	<p>251.05(3)(b) Shaken Baby Syndrome Prevention Training</p> <p>Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the file for staff A. AHT training is required to be completed before a child care worker begins to work with children under age 5.</p> <p>Repeat violation: Previously cited on 7/13/2022</p>	Staff A is no longer here at Kids & Company.	12/14/2022	
8	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff B, D, E and F were missing documentation of having obtained a certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department within 3 months of employment.</p> <p>Repeat violation: Previously cited on 7/14/2021</p>	Staff B provided her card and date taken was 2/10/22. Staff D, E, & F were given the website for the Pro-trainings online course.	1/6/2023	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kids And Company Day Care		3000559683 / 001 - 520542		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
500 E Veterans St Tomah WI 54660		608-372-1694	11/30/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
9	<p>251.05(3)(f)3. Child Care Teacher - Entry-Level Training</p> <p>Description: Staff are being used as child care teachers without documentation of them having completed the educational requirements of a teacher position prior to assuming the position.</p>	We have since put lead teachers in these positions and will be hiring more to fill the openings of staff that left without this training.	12/30/2022	
10	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A, B and D were missing documentation of having received a complete orientation within their first week at the center.</p> <p>Repeat violation: Previously cited on 7/13/2022, 7/14/2021</p>	Staff A is no longer here at Kids & Company. Staff B & D filled out the orientation sheet. They are on file.	12/30/2022	
11	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: At least one child care teacher shall supervise each group of children. Contrary to DCF 251.055(1)(b), the Infant room does not have a teacher qualified child care worker assigned to the room.</p>	We have since put a qualified lead teacher in this position.	12/15/2022	

Name - Certified Operator / Licensed Center Kids And Company Day Care		Provider Number / Facility ID Number 3000559683 / 001 - 520542		
Address - Facility (Street, City, State, Zip Code) 500 E Veterans St Tomah WI 54660		Telephone Number 608-372-1694	Date - Regulation Visit 11/30/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
12	<p>251.07(2)(e) Child Guidance - Prohibited Actions</p> <p>Description: During the course of a complaint investigation the center director and the assistant center director admitted to writing up an employee for several instances of inappropriate child guidance such as trying to rub the cradle cap off an infant's head using a toothbrush, grabbing children by the face, pulling children down by their arms, and holding a child with force at a table. Per rule these are actions that may be emotionally or physically painful, discomforting, dangerous or potentially injurious to a child and are prohibited.</p>	<p>We have talked with and have started a mentoring process with the staff that was accused in this investigation. She is working under the direction of a lead teacher in the classroom. And also mentored and followed up with on a weekly basis. Staff now understands that these are all unacceptable and not allowed by state licensing.</p>	12/15/2022	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
12/29/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Heather F. Wilcox

Date Signed
12/30/2022