

Date Correction Plan Due 2/10/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 Newman Catholic Ecc - St Therese		Provider Number / Facility ID Number 3000560503 / 001 - 620257		
Address - Facility (Street, City, State, Zip Code) 112 Kort St W Schofield WI 544761244		Telephone Number 715-355-5254	Date - Regulation Visit 1/19/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.b. Department Notices Posted Description: The Warning Letter of Noncompliance issued on 06/28/23 was posted behind other documentation and not visible to parents.	unaware letter was covered up. Assistant moved letter, so not covered up during licensing visit.	1-19-24	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: In Room 108 four children were not signed out when they transitioned to 4K.	Review procedure / policy for taking attendance and transitions attendance at staff meetings. Reference Licensing manual	2-22-24	

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3	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: One staff in the Infant and Toddler Classroom had pre-signed out for the day.	Review sign in/out procedure for staff, to include daily + transition of staff into another room at staff mtg. Reference licensing manual	2-22-24	
4	251.07(6)(dm)3.c Medical Log - Medication Administration Description: In Room 102 medication was administered per parent authorization and not recorded in the medical log book.	Upon clarification from licensing about parent administering medication at the center - all recordings needed are being recorded whether it parent or staff in medical log book.	1-22-24	
5	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Several parent authorizations in the Infant and Toddler Room, Room 108, and Room 107 did not include medication intervals and/or length of authorization. One child had a medication at the center with no parent authorization. One child had a blanket authorization that exceeds the length of time specified on the medication label.	Upon clarification from licensing regarding authorization of meds, time lines + returning meds to parents. Review of medication process done at staff meeting. Copy section of medication in licensing manual given to all staff.	2-22-24	

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6	251.07(6)(f)6. Current Authorizations For Medications On Premises Description: In the Infant and Toddler Classroom one child had an expired parent authorization for their medication.	Reviewing with staff to check medication box each week to insure any meds are returned to parent at end of auth. Review at staff mtg.	2-22-24
7	251.07(6)(i)1. Washing Child's Hands & Face Description: Per staff interview and observation, children in several classroom are not washing their hands with soap and warm running water. Children are using baby wipes, that do not contain soap, to clean hands. Repeat violation: Previously cited on 5/30/2023	Review hand washing procedure with staff, at staff inservice. Reference licensing manual for procedure	2-22-24
8	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Per staff interview and observation, the diaper changing surface is not being disinfected between diaper changes when multiple diapers need to be changed at the same time. Repeat violation: Previously cited on 4/25/2023	Complete diaper changing and disinfected process reviewed with staff immediately after visit. Reference licensing manual + Youngstar procedures. Reviewed again at feb. staff in-service.	1-19-24

NAME - Agency Worker
Heather Struck

Date Issued
1/26/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Amy Faust

Date Signed

2-2-24