

Date Correction Plan Due 2/28/2024	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 Little Scholars Cc And Preschool		Provider Number / Facility ID Number 5000571415 / 002 - 1012175		
Address - Facility (Street, City, State, Zip Code) 3301 John Joanis Dr Stevens Point WI 544828858		Telephone Number 715-344-0205	Date - Regulation Visit 2/8/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(2)(h)6. Policy Submitted & Implemented - Education</p> <p>Description: Per the employee handbook weekly lesson plans will be submitted to the Director and the Director will make one copy to post in the classrooms for parents to view.</p> <p>On 02/08/24 lesson plans posted in the Yellow and Green Classrooms were dated 01/15/24 and 01/01/24.</p>	<p><i>Per my policy, a time frame is not indicated as to when it'll be posted. However, when our policy handbook is updated we will remove or reword that sentence.</i></p>	2/08/24	


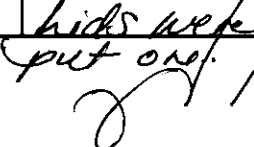
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<p>2 251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: In the Yellow #1 Classroom one staff did not sign in on 02/08/24 and one staff did not sign out on 02/07/24.</p> <p>In the Orange Classroom one staff did not sign out on 02/05/24, 02/07/24, and 02/08/24.</p> <p>In the Berry Classroom one staff was not signed in on 02/08/24.</p> <p>Repeat violation: Previously cited on 11/30/2022</p>	<p>We will speak to staff again at the next staff meeting about signing both in and out as they enter and leave each classroom and we will suggest that they use each other to check signatures and to hold each other accountable.</p> <p><i>[Signature]</i></p>	04/01/2024	
<p>3 251.055(1)(f) Child Tracking Procedure</p> <p>Description: Staff in the Berry Classroom did not know the number, names, and whereabouts of children in care. Both staff stated they had 19 children in care and the attendance record showed 19 children were signed in. A head count confirmed that only 18 children were in the classroom. One child had not transitioned back to the classroom from 4K and was still with 4K staff.</p>	<p>We will remind our Berry Room teachers to do transition head counts as the children are transitioning from 4K to the Berry Classroom.</p> <p><i>[Signature]</i></p>	04/01/2024	
<p>4 251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: In the Dark Blue Classroom two containers of Vaseline and a tube of diaper cream were labeled "Keep Out of Reach of Children" and were sitting on a cart next to the bathroom sink and within reach of children.</p> <p>Repeat violation: Previously cited on 2/20/2023</p>	<p>We will discuss at the next staff meeting about putting the Vaseline and diaper cream away after using them.</p> <p><i>[Signature]</i></p>	04/01/2024	

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<p>5 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: In the Yellow Classroom the inside of the refrigerator was covered in spilled food. The outside of the refrigerator and the cabinets were covered in caked on food. The floor was visibly dirty.</p> <p>The paper towel and soap dispensers were covered in caked on food.</p> <p>The high chairs had dried food particles on the sides and in many of the nooks and crevices.</p> <p>The toddler table contained dried food particles in many of the nooks and crevices.</p>	<p>To maintain cleanliness 04/01/2024 in certain areas of the Yellow Room, the Director will perform regular cleaning inspections.</p>		
<p>6 251.06(2)(n) Garbage Containers - Construction & Disposal Schedule</p> <p>Description: Several of the classrooms contained garbage containers with discarded food and no lid. One staff stated they had to place the garbage container on the counter because children were trying to eat out of it.</p>	<p>The teachers were informed that they are not allowed to remove the lids from their garbage cans and it was communicated to them that they are to keep each- other accountable. We purchased new lids and they have been put on.</p>	2/25/24	
<p>7 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills</p> <p>Description: Written record of emergency drills did not include the date, time, and length of the drills.</p>	<p>It was previously accepted to show typed documentation in the office but if state is now requesting something different than what has been allowed, then we will now write the information instead of having "typed" info. Verifying that they were done.</p>	2/23/2024	

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8	251.06(9)(d)1.b. Food Storage - Refrigeration Units Description: The first freezer in the kitchen had a temperature of 10 degrees Fahrenheit.	We have been using that unit as a refrigerator for bread products. However, since it can't be adjusted to a warmer setting, we will be purchasing a new freezer to replace our current one.	02/30/2024	
9	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: The Red, Yellow, Green, Orange, Dark Blue, Purple, and Berry Classrooms did not have thermometers in the refrigerators and freezers.	Thermometers will be ordered and placed in classroom mini-fridges and the cook will check them to ensure they remain in each one.	03/15/2024	
10	251.06(9)(d)1.d. Food Storage - Covering Refrigerated Food Description: In the Dark Blue Classroom there was an open ziploc bag of cheese curds in the refrigerator.	A plan has been put in place for the cook to occasionally check the classroom mini-fridges to hold the teachers accountable for zipping their ziplock bagging.	02/08/2024	
11	251.06(9)(d)2.a. Food Storage - Dry Food Description: A dry food item was not stored in a bag with zip-type closures or in metal, glass or food grade plastic container with tight-fitting cover.			

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12 251.06(9)(f)3. Food - Leftover Prepared Food Description: The refrigerators in several classrooms and the kitchen contained leftover foods that were not labeled and dated. The food items that were dated had been in the refrigerator for more than 36 hours.	<i>A plan has now been put into place for the cook to double check that the teachers have dated and labeled leftover food correctly a couple X's per week and the cook will also ensure, during those regular checks that leftovers more than 36 hours are discarded.</i>	<i>04/15/2024</i>	
13 251.07(3)(a)5. Indoor Equipment - Intended Use Description: In the Yellow Classroom the toddler table was not being used per manufacturer's recommendation. Seven of the eight chairs had missing chair straps and were still being used.	<i>More straps were ordered and the teachers were re-trained on the equipment use. For a future plan the teachers were told to stop removing them and to inform admin if replacements are needed.</i>	<i>03/15/2024</i>	
14 251.07(5)(a)5.a. Menus - Post Description: A current menu was not posted in an area visible to parents.	<i>Admin will be posting a visible copy of the menu for the parents monthly. When the copy is printed off for the kitchen is when the parent copy will be visibly posted.</i>	<i>02/15/2024</i>	
15 251.07(6)(dm)2. Medical Log - Pages & Entries Description: Lines were skipped in the Orange Classroom's medical log book.	<i>Staff were retrained not to skip lines w/o drawing a line through it.</i>	<i>02/15/2024</i>	

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16 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: In the Red Classroom there was a medication authorization that exceed the length of time specified on the medication label. The parent did not verify that the doctor was consulted for the dosage amount. The medication was authorized for as needed with symptoms rather than specific time intervals. Repeat violation: Previously cited on 2/20/2023	<i>Staff were re-trained on medication procedures.</i>	<i>02/15/2024</i>	
17 251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: A medication in the Yellow Classroom was not in the original container and labeled with the child's name. Two medications in the Green Classroom were not in the original container and labeled with the child's name. Repeat violation: Previously cited on 2/20/2023	<i>Staff were re-trained on Medication procedures.</i>	<i>02/15/2024</i>	
18 251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: In the Green Classroom two medications were not administered as authorized by parents. Repeat violation: Previously cited on 8/8/2023	<i>Staff were re-trained on Medication procedures.</i>	<i>02/15/2024</i>	

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19 251.07(6)(I)1. Washing Child's Hands & Face Description: In the Red and Yellow Classrooms a child's hands were not washed after diapering. In the Dark Blue Classroom a child did not wash their hands after diapering/toileting.	<i>Staff were re-trained on hand washing</i> 	<i>2/15/2024</i>		
20 251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: In the Yellow Classroom there was bottle in the refrigerator with no date.	<i>The Yellow Room Teachers were shown how to put a date on a bottle. The cook will periodically double check their refrigerators for dated bottles.</i>	<i>02/15/2024</i>		
21 251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: The product that was being used as a disinfectant did not have instructions for use as a disinfectant on the label.	<i>The product rep. was contacted and he submitted the disinfectant info. on the usage to the state for viewing. The company has since been in the process of switching brands again so I will ensure the new product has the instructions.</i>	<i>02/10/2024</i>		
22 251.09(4)(a)5. Infant & Toddler - Soiled Diapers Disposal Description: Soiled diapers were placed in garbage containers that did not contain lids in the Orange/Green and Dark Blue Classroom bathrooms.	<i>The teachers have been informed not to remove the lids from their trash cans anymore. Lids were purchased and put on.</i> 	<i>03/05/2024</i>		

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NAME - Agency Worker
Heather Struck

Date Issued
2/14/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Wynal Dillingham

Date Signed

2/10/2024