

<b>Date Correction Plan Due</b> 11/17/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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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> Rice Lake Cesa 11 Head Start		<b>Provider Number / Facility ID Number</b> 6000577816 / 018 - 1014695		
<b>Address - Facility (Street, City, State, Zip Code)</b> 205 E Orchard Beach Ln Rice Lake WI 548682844		<b>Telephone Number</b> 715-434-5437	<b>Date - Regulation Visit</b> 11/2/2022	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.055(1)(a) <b>Supervision Of Children</b>  Description: On 10.12.22, the center self-reported that a 4 year old child was left unsupervised in the enclosed outdoor play area when her group went indoors without her. A staff member saw the child on the playground from their office window and informed the child's teachers as the group was still walking inside to their classroom. The child was unsupervised for approximately 2 minutes.	Reteaching of the appropriate Child Tracking system was done for the entire staff. Policies and procedures for a Missing Child were also reviewed with all staff.  Staff directly involved with incident were given a verbal warning and our Regional office was notified of incident.  Reteaching of child tracking clip board procedure also done with all staff	10/14/2022   10/14/2022   10/15/2022	
2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: On 10.12.22, staff did not adhere to the center's tracking procedure resulting in a child being left unsupervised in the enclosed outdoor play area for approximately 2 minutes.	Child tracking procedures utilizing clipboards and manually moving pictures of each child were updated for each classroom. Tresh-hold counting has also been implemented in order to account for all children in attendance.	10/15/2022	

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**NAME** - Agency Worker  
Emily Johnson

Date Issued  
11/3/2022

**SIGNATURE** - Agency Worker

Cindy K Cross

Date Signed

11/3/2022