

Date Correction Plan Due
5/3/2021

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
920-785-7811

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 Lake Edge Learning Center		Provider Number / Facility ID Number 7000577947 / 001 - 420101		
Address - Facility (Street, City, State, Zip Code) 1511 Nicolet Blvd Neenah WI 54956		Telephone Number 920-725-6139	Date - Regulation Visit 3/30/2021	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(i) Report - Unknown Whereabouts Or Left Premise Description: The department was not notified until March 30, 2021 of an incident that resulted in a provider not knowing the whereabouts of a child in attendance at the center that had occurred on March 19, 2021. Reporting is required within 24 hours of an incident. Order issued.	The Director will re-read all state licensing requirements. This will remind her of what exactly needs to be reported and in what timeframes. The Director will also receive a Counseling Form to ensure these instances are not forgotten in the future.	4/22/21	

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2	251.055(1)(a) Supervision Of Children Description: On March 19, 2021 a two-year-old failed to be supervised when they were left alone and unsupervised by child care workers outside on the playground for 15-20 minutes. Order issued.	The employee who was at fault was terminated immediately for failure to follow Lake Edge policies & state requirements.	3/19/21
3	251.055(1)(f) Child Tracking Procedure Description: On March 19, 2021 child care workers failed to adhere to the centers procedure for ensuring the number, names, and whereabouts of children in care by counting and verifying children at the designated locations when coming in from the playground. Order issued.	At the next staff meeting, staff will re-review all Lake Edge policies and procedures. Staff will be verbally quizzed on how to accurately do rosters and transitions throughout the day. (as stated in our policies).	5/12/21
4	251.06(10)(dm)1. Washrooms - Sanitary Conditions Description: Washrooms failed to be maintained in a sanitary manner - Toilet paper in the toddler/two's bathroom failed to be available from the dispenser allowing for not handling the roll.	The two year old teacher will receive a Counseling form (placed in staff file) that reminds her to always have toilet paper available and stored properly in the dispenser.	5/4/21

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5	251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: Garbage container containing food waste failed to be covered- two year old room.	The two year old teacher will receive a Counseling Form that reminds her to always keep the garbage lid on her trash can.	5/4/21
6	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: There was no documentation of monthly tornado practice for October 2020 and monthly fire practice for October thru December 2020.	The Director will accurately fill in the missing dates that fire/tornado drills were performed on for the months of Oct. - Dec. All drills for 2021 are accurate and up to date.	5/3/21
7	251.09(4)(a)5. Infant & Toddler - Soiled Diapers Disposal Description: A soiled pull-up failed to be disposed of in a hands free covered container. The pull-up was placed in the regular bathroom towel garbage accessible to children.	At the next staff meeting, staff will re-review all Lake Edge policies. Staff will be reminded that soiled diapers/pull-ups must be thrown away in a separate garbage can (specifically designated for that).	5/12/21 (next staff meeting)

NAME - Certification Worker / Licensing Specialist
Ruth Sprangers

Date Issued
4/19/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Taylor Delaney

Date Signed

5/3/21