

Date Correction Plan Due 6/8/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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)(f) 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 Superior Children's Center		Provider Number / Facility ID Number 9000578409 / 003 - 1014318	
Address - Facility (Street, City, State, Zip Code) 2416 Hill Ave Superior WI 54880		Telephone Number 715-395-1933	Date - Regulation Visit 5/2/2023
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Immunization records were not observed in the files for Child #1 and Child #3. Repeat violation: Previously cited on 1/20/2022	Parents were given a copy of Child Record-Immunization History form on May 30, 2023. Must be returned by June 23rd. Child unable to attend if not received. Assistant Director will remind parent weekly.	5/31 - 6/23/23
			Verification Date

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2	<p>251.04(6)(a)8.a. Child Record - Physical Exam - Under 2</p> <p>Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Child #3 and Child #4 have been in care longer than 3 months and did not have a child health report on file. Child #1, Child #2 and Child #8 did not have documentation of a follow-up health exam within the last 6 months.</p> <p>Repeat violation: Previously cited on 1/20/2022</p>	<p>Parents were given a copy of Child Record Physical Exam form on May 30, 2023. Must be returned by June 23rd. Child unable to attend if not received.</p> <p>Assistant Director will remind parents weekly.</p>	5/31-6/23/23
3	<p>251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Child #7 did not have documentation of a follow-up health examination at least every 2 years.</p> <p>Repeat violation: Previously cited on 5/11/2021</p>	<p>Parent was given a copy of Child Record-Physical Exam form on May 30, 2023. Must be returned by June 23rd. Child unable to attend if not received.</p> <p>Assistant Director will remind parent weekly.</p>	5/31-6/23/23

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4	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for staff D nor staff E, both were hired on 11.01.21. An assistant teacher is required to complete entry level training within 6 months of the hired date.	Both staff D and E were given "Introduction to the Child Care Profession" non-credit department approved course to be completed by May 31st. Official documentation to be placed in staff file upon receiving card from Early Education Station.	5/19/23	
5	251.05(2)(a)8. Staff Record - Orientation Description: Staff A, staff B, staff D and staff E were missing documentation of having received a complete orientation within their first week at the center.	Staff Record - Orientation forms will be placed in staff files immediately upon completion of orientation going forward. Orientation forms in files on May 31, 2023	5/31/23	
6	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the file for staff A, staff B, staff D and staff E. AHT training is required to be completed before a child care worker begins to work with children under age 5. Repeat violation: Previously cited on 6/24/2021	AHT training certificates will be placed in staff files immediately upon completion of training going forward. AHT training certificates in files on May 31, 2023	5/31/23	

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7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A, staff B, staff D and Staff E 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 6/24/2021</p>	<p>Staff has been provided the Department approved Pro Training Link to become certified in infant/child CPR and AED. on May 30th. Must be certified by June 23, 2023.</p> <p>Documentation will be placed in staff file upon completion.</p>	5/31 - 6/23/23
8	<p>251.05(4)(c)9: Continuing Education - Documentation Of 12 Month Period</p> <p>Description: Staff C, staff D and staff E did not have documentation of the yearly requirement of continuing education in their file for 2022.</p>	<p>A copy of continuing education documentation will be placed in staff files going forward in addition to the continuing education file.</p>	6/9/23
9	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: Each classroom, group of children, was not supervised by a teacher. One classroom did not have a qualified teacher providing supervision on 05.02.23.</p> <p>Repeat violation: Previously cited on 8/9/2022</p>	<p>All classroom staff will be required to complete non-credit department approved courses needed for teacher qualified staff supervising children to ensure proper supervision at all times.</p> <p>Staff given "Introduction to the Child Care Profession" course to be completed by May 31st.</p> <p>Staff will be given additional required course(s) upon completion.</p>	5/5 - 6/30/23

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10	<p>251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: An Intake for Children Under 2 form for Child #1 and Child #2 was missing documentation of having been updated every three months to reflect changes in the child's development and routines based on discussion with the parent.</p>	<p>Parents were given Infant & Toddler Intake form for Documenting Changes in Development on May 30th. To be completed and returned by June 12, 2023. Assistant Director will remind parents weekly</p>	5/30 - 6/12/23

NAME - Agency Worker
Emily Johnson

Date Issued
5/25/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

6/7/23