

Date Correction Plan Due 9/4/2019
by Imvive Gickley

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
715-830-1148

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 202.006, DCF 250.04(2)(M) and (3)(a), DCF 251.04(2)(a) and (3)(b), DCF 252.41(1)(c) and (2)(d). 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. 48.667. 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

Miss Almee's Childcare

Provider Number / Facility ID Number
6000684705 / 001 - 1015691

Address - Facility (Street, City, State, Zip Code)
2137 Onalaska Ave La Crosse WI 54603

Telephone Number
608-519-5448

Date - Regulation Viol
8/28/2019

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 250.04(2)(a) Compliance With Laws Description: Contrary to s.48.668(2)(ab) Wis. Stats., the licensee failed to submit a criminal background check request to the department prior to Staff C becoming a caregiver in June 2019.	Staff C worked temporarily + will not work again without a background check but there is hope on file but a copy. I will request my own checks going forward as these have recently changed.	11/16/19	
2 250.04(5) Staff File - Maintenance & Availability Description: Staff files for the licensee, an emergency backup provider and substitute provider were not maintained and available for review at the monitoring visit.	Files will be maintained & better organized going forward.	11/16/19	

Name - Certified Operator / Licensed Center Miss Aimee's Childcare		Provider Number / Facility ID Number 5000584705 / 001 - 1015891		
Address - Facility (Street, City, State, Zip Code) 2137 Onalaska Ave La Crosse WI 54603		Telephone Number 608-519-5448	Date - Regulation Visit 8/29/2019	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	250.04(5)(a) Staff File - Staff Record Form Description: Staff C was missing a completed staff record form.	Will complete w/records I have. Staff C is employed elsewhere full time + unlikely to work here again.	11/6/19	
4	250.04(5)(e)1. Staff File - Physical Examination - Illness Description: Staff C, hired in June 2019, was missing documentation of a TB test within 30 days of hire.	Staff C. no longer employed. will have all hires do so in future.	11/6/19	
5	250.04(5)(e)2. Staff File - Physical Examination - Physical Ability Description: Staff C, hired in June 2019, was missing documentation of a physical exam within 30 days of hire.	Staff C. worked @ other centers + I did not realize a physical was necessary w/each job change. Will always require it if I hire staff, going forward.	11/6/19	
6	250.04(6)(a) Child Record - Maintenance, Availability Description: All enrolled children's files were not available for licensing review at the monitoring visit. Repeat violation: Previously cited on 9/17/2018, 2/5/2018	My toddler un-filed my entire office + all files will be sorted + available @ next visit.	12/6/19	

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Miss Almee's Childcare

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Date - Regulation Visit
8/29/2019

Rule/Statute Number Noncompliance Statement		Correction Plan	Expected Completion Date	Verification Date
250.04(9)(a)1. Child Record - Enrollment & Health History Forms Description: The enrollment form for Child #6 was missing physician/medical facility information. The enrollment form for child #4 was missing the authorization to call information. Repeat violation: Previously cited on 9/17/2018, 2/5/2018		→ Child unenrolled. → No one else is authorized, hence the blank line.	12/10/19	
250.04(8)(b) Biennial Training - Child Abuse & Neglect Description: The licensee and an employee/substitute provider were missing documentation of their biennial child abuse and neglect training. Repeat violation: Previously cited on 9/17/2018, 2/5/2018		Will find documentation & pr update training as needed.	12/13/19	
250.05(1)(b)4. Provider Training - Continuing Education Description: Tracking and documentation of the annual 15 hours of continuing education for 2016, 2017, 2018 was not available for review as stated on the correction plan completed after the 09/17/18 monitoring visit. Repeat violation: Previously cited on 9/17/2018, 2/5/2018		Will get files together & complete any missing hours.	12/31/19	

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8/29/2019

Provider Number / Facility ID Number
5000564705 / 001 - 1015691

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
10 250.05(1)(b)7. Provider Training - Shaken Baby Syndrome Prevention Description: Staff C, hired and working since June 2019, was missing documentation of having completed the Shaken Baby Syndrome prevention training prior to working at the center.	No info under 1 year. She had done the training. Will find documentation if I have it. Will make certain I have copies going forward.	12/16/19	
11 250.05(2)(a) Staff Orientation - Documentation Description: Staff C, hired in June 2019, was missing documentation of completing an orientation prior to beginning work.	She was given an orientation, with document on staff form.	12/16/19	
12 250.05(2)(a)5. Staff Orientation - SIDS Risk Reduction Procedures Description: SIDS risk reduction procedures were not documented as being covered with a substitute employee prior to her beginning to work at the center.	They were covered, will document, but there were 6 children under age 1 enrolled @ time.	12/16/19	
13 250.05(2)(a)7. Staff Orientation - Emergency Procedures Description: A review of the center's procedures for dealing with emergencies was not documented as being covered with a substitute employee prior to her beginning work at the center.	Will document, it was done verbally. Staff worked temporarily, will document going forward.	12/16/19	

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Date - Regulation Viol
8/29/2019

Rule/Statute Number	Correction Plan	Expected Completion Date	Verification Date
14 250.08(3) Practice Of Written Emergency Plans Description: Monthly emergency plan practice documentation was not available for review as stated on the correction plan from the 09/17/18 visit. Repeat violation: Previously cited on 9/17/2018	Will be available @ next review. Generally, we do these the 1st Monday of ea. month.	12/16/19	
15 250.06(4)(a) Smoke Detectors Description: Documentation of the monthly smoke detector testing was not available for review.	Will be available @ next review.	12/16/19	
16 250.07(3)(e) Trampolines & Inflatable Bounce Surfaces Description: A full-size trampoline was set up in the center's fenced in play yard.	Trampoline has a net around it + the zipper is padlocked shut during hours of operation. It is for my children's personal use outside work hours. If the state will not accept these precautions as sufficient, we will take down the trampoline.	12/31/19	
17 250.07(4)(d) Naps - Bedding Description: Two children were observed napping on a couch. Neither child was using a sleeping bag (a padded fabric bag that is capable of being closed on 3 sides), or an individually identified sheet and blanket.	1 child had a 3-sided, closed dragon tail blanket. The other was + fell asleep reading books + was not going forward. Typically, they nap on cots + will always do so going forward.	12/16/19	

DGF-F-GT50294-E (R.09/2011)

DGF-F-GT50294-E (R.09/2011)

As in, I did not purposely lay her down without appropriate bedding... I did not expect her to sleep.

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Date - Registration Visit
8/28/2019

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18 250.07(6)(m) Immunization Record Description: Children #4 and #5 were missing documentation of immunizations.	Imm. Records found and available for next review	12/06/19	
19 250.07(7)(c) Pets & Animals - Notification Description: The licensee did not obtain written acknowledgement from the parents prior to adding a new dog to the center sometime after March 2019.	The statute states I must notify them in writing prior, which I did & showed you @ the visit. I will have them sign something as a precaution.	12/06/19 12/06/19	
20 250.08(8)(c) Vehicle Safety Alarm - Working Order Description: A check of the vehicle safety alarm in the center's 2015 Honda Pilot showed that although the alarm could be activated, the alarm could not be turned off and thus was not in good working order.	The alarm has been working since, + I'm having trouble finding anyone to service it, but will get it in for an inspection as soon as a shop agrees to check it out... I may need to find a shop bus mechanic.	01/15/2019 or sooner	

NAME - Certification Worker / Licensing Specialist
Roberta Johnson

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Issued
9/3/2019

Date Signed