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|---------------------------------------|--|--|
| Date Correction Plan Due<br>10/2/2024 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | TO FILE A COMPLAINT CALL<br>715-930-1148 |
|---------------------------------------|--|--|

**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 202.065, 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<br>Superior Children's Learning Center           |  | Provider Number / Facility ID Number<br>2000589912 / 001 - 2004801   |   |                              |
| Address - Facility (Street, City, State, Zip Code)<br>1400 N Superior Ave Tomah WI 546601132 |  | Telephone Number<br>608-567-2008   | Date - Regulation Visit<br>6/27/2024                |                              |
|  | <b>Rule/Statute Number<br/>Noncompliance Statement</b>   | <b>Correction Plan</b>   | <b>Expected Completion Date</b>                     | <b>Verification Date</b>     |
| 1  | <p>251.04(2)(b)<br/><b>Compliance With Rules</b></p> <p>Description: A group child care center shall comply with all requirements of chapter DCF 251. Contrary to 251.04(2)(b), the center has been cited for numerous violations within the prior 3 years, including many repeat violations. This has resulted in multiple enforcement actions taken against the center including 2 previous orders with imposed plans of corrections, a forfeiture and a warning letter. The continued pattern of numerous violations and the center's lack of effort to be in compliance with the rules of chapter DCF 251 is of concern.</p> <p>Repeat violation: Previously cited on 12/14/2023</p> | <p>By December 31, 2024, the Department orders you, Finnigan LLC/Amanda Finnigan, to stop violating the Wisconsin Statute and Administrative Code and to implement and comply with the following plan of correction for the above listed violations:</p> <p>1. The Licensee shall participate in at least 10 hours of compliance training and coaching from an outside agency approved by the department to come into compliance with the repeated violations regarding, but not limited to, staff and children's records and meal and snack requirements.</p> | <p>Visit is planned for January 23<sup>rd</sup></p> | <p>NC<br/>JW<br/>1/16/25</p> |

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| 2  | 251.04(2)(L)1.b.<br><b>Department Notices Posted</b><br><br>Description: Contrary to rule, the notices of two enforcement actions (a forfeiture and an order) issued on 2/29/24 were not posted next to the license.  | post<br>correction<br>plans                  | 1/16                                 | NC<br>JLS<br>1/16/25 |
| 3  | 251.04(6)(a)1.<br><b>Child Record - Enrollment Information</b><br><br>Description: The center was missing enrollment information for Child #A7 and B4 such as person's authorized to pick up/drop off the child, emergency contact information, written consent from the parent for field trips, documentation of child's physician/medical facility and acknowledgement by the parent of the presence of pets or animals at the center. This information is required to be at the center on or before a child's first day of attendance.<br><br>Repeat violation: Previously cited on 12/14/2023 | have all fields<br>filled out                | 1/30                                 | OK<br>JLS<br>1/16/25 |
| 4  | 251.04(6)(a)6m.<br><b>Child Record - Immunization History</b><br><br>Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 was not observed in the file for Child #B1.<br><br>Repeat violation: Previously cited on 12/14/2023  | have immunization<br>history for<br>all kids | 1/30                                 | NC<br>JLS<br>1/16/25 |

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| 5                   | <p>251.04(6)(a)8.a.<br/>Child Record - Physical Exam - Under 2</p> <p>Description: Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor later than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter. Child #A2 has been in care for more than 3 months and did not have a child health report on file. Child #A7 does not have documentation of a follow-up exam within the past 6 months.</p> <p>Repeat violation: Previously cited on 12/14/2023</p>   | <p>turned in<br/>have physical exams</p> | <p>1/30</p>              | <p>OK<br/>1/16/25<br/>JLS</p> |
| 6                   | <p>251.04(6)(a)8.b.<br/>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 #B5 has been in care longer than 3 months and did not have a child health report on file. Child record #A6 did not have documentation of a follow-up health examination at least every 2 years.</p> <p>Repeat violation: Previously cited on 12/14/2023</p> | <p>turned in<br/>have physical exam</p>  | <p>1/30</p>              | <p>OK<br/>1/16/25<br/>JLS</p> |

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| 7  | <p>251.04(6)(b)<br/><b>Current, Accurate Daily Attendance Record</b></p> <p>Description: Neither of the rooms open on the day of the monitoring visits had a current, accurate daily attendance record. 9 children were not signed in for one room and one child was not signed in for the other room.</p> <p>Repeat violation: Previously cited on 12/14/2023</p>                              | Sign children into clip board        | 6/28/24                              | OK<br>1/16/25<br>JW  |
| 8  | <p>251.05(2)(a)1.<br/><b>Staff Record - Personal Information</b></p> <p>Description: There was no documentation of Staff Record form information in the files for employee A, D and E.</p> <p>Repeat violation: Previously cited on 12/14/2023</p>  | update staff folders                 | done                                 | NC<br>1/16/25<br>JW  |
| 9  | <p>251.05(2)(a)2.<br/><b>Staff Record - Completed Background Check</b></p> <p>Description: The center did not have documentation of a completed child care background check for Staff A that indicates the person is eligible to work in a child care program as specified in s. 48.686, Stats., and ch. DCF 13. Staff A was providing care to children on the day of the monitoring visit.</p> | background checks completed          | done                                 | OK<br>1/16/25<br>JW  |

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| 10   | 251.05(2)(a)4.a.<br><b>Staff Record - Registry Certificate</b><br><br>Description: Staff D and E are missing a certificate from The Registry documenting that the person has met the educational qualifications for the position and the person has worked as a teacher, director and/or administrator at the center for at least 6 months.<br><br>Repeat violation: Previously cited on 12/14/2023 | Print reg certificate                |                                      | NC<br>1/16/25<br>JLJ |
| 11   | 251.05(2)(a)5.<br><b>Staff Record - High School Diploma</b><br><br>Description: Staff A and C, both teachers, did not have documentation of a high school diploma or its equivalent in their staff record file.<br><br>Repeat violation: Previously cited on 12/14/2023   | get copies of diplomas               |                                      | NC<br>1/16/25<br>JLJ |
| 12   | 251.05(2)(a)6.<br><b>Staff Record - Days &amp; Hours Worked</b><br><br>Description: Upon review of 1 week of attendance records, the center did not have accurate documentation of days and hours worked in the Little Critters room for staff who are being counted in staff-to-child ratio.<br><br>Repeat violation: Previously cited on 12/14/2023, 11/30/2022                                   | have staff sign in                   | 6/28                                 | NC<br>1/16/25<br>JLJ |

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| 13   | <p>251.05(3)(c)<br/><b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Staff D and 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 12/14/2023, 11/30/2022</p>   | Cpr and first aid to be completed               | done                                 | NC<br>1/16/25<br>JU  |
| 14   | <p>251.05(3)(cm)<br/><b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Staff A and D were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p> <p>Repeat violation: Previously cited on 11/30/2022</p>   | biennial training to be done as a staff meeting | 1/30                                 | OK<br>1/16/25<br>JU  |
| 15   | <p>251.05(3)(gr)3.a.<br/><b>Meal Prep Personnel - Training</b></p> <p>Description: Rule states that any staff who prepares meals shall document initial training of at least 4 hours in kitchen sanitation, food handling or nutrition before preparing meals and at least 1 hour annually each year after. Staff C was missing documentation of the initial 4 hours of training and Staff E was missing the 1 hour annual training.</p> | food related training prep.<br>(all staff)      | 1/30                                 | NC<br>1/16/25<br>JU  |

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| 16   | 251.05(4)(a)<br><b>Staff Orientation - Develop, Implement, Document</b><br><br>Description: Staff A was missing documentation of having received a complete orientation within her first week at the center.<br><br>Repeat violation: Previously cited on 12/14/2023   | Orientation completed.               | done                                 | OK<br>JLS<br>1/16/25 |
| 17   | 251.05(4)(c)9.<br><b>Continuing Education - Documentation Of 12 Month Period</b><br><br>Description: Contrary to rule, Staff B, C, E and F did not have documentation of the yearly requirement of 15 hours of continuing education in 2023.<br><br>Repeat violation: Previously cited on 12/14/2023   | Print training that was completed.   | 1/30                                 | NC<br>JLS<br>1/16/25 |
| 18   | 251.055(2)(d)<br><b>Mixed Age Group With Children Under Age 2 - Group Size</b><br><br>Description: During the licensing visit, there were 4 children under the age of two in the group of 10 children in the Little Critters room. Rule states when infant and toddlers are part of a mixed-age group, the size of the group may not exceed 8. | group sizes to follow guide lines    | done                                 | OK<br>JLS<br>1/16/25 |

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| 19   | 251.055(2)(L)<br><b>Staff-To-Child Ratios - Non-Classroom Duties</b><br><br>Description: Child care workers shall be free of non-classroom duties when they are counted in meeting staff-to-child ratios. Staff C, needed to meet staff-to-child ratios in the center, was not free of non-classroom duties when she also prepared the lunch in the kitchen that was being served on the day of the monitoring visit. | have enough staff for class room and out of classroom duties     | done                                 | OK<br>JLS<br>1/16/25 |
| 20   | 251.06(2)(gm)<br><b>Premises - Well Drained, Clean, In Good Repair</b><br><br>Description: The entire center is in need of a deep cleaning and decluttering.  | Organized and cleaned kitchen (am still doing more decluttering) | done / by feb.                       | NC<br>JLS<br>1/16/25 |
| 21   | 251.06(2)(i)<br><b>Deteriorating Paint</b><br><br>Description: Flaking and deteriorating paint was observed on the stairs/deck leading up to the front entrance of the center.  | attempted / will complete when weather permits                   | done / 2/10                          | NC<br>JLS<br>1/16/25 |

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| 22<br>251.06(2)(m)<br>Cleaning Aids - Equipment                         | mop bucket moved            | done                     | OK<br>1/16/25<br>JLS |
| 23<br>251.06(3)(b)4.<br>Emergencies - Record Of Fire / Tornado Drills   | drills complete             | done                     | OK<br>JLS<br>1/16/25 |
| 24<br>251.06(4)(d)<br>Exits & Passageways - Unobstructed, Minimum Width | clear exits and passageways | done                     | TR<br>JLS<br>1/16/25 |

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| 25   | 251.06(9)(b)6.<br><b>Dishwashing - Air Drying</b><br><br>Description: All dishes and utensils shall be air-dried in racks or baskets or on drain boards. During the licensing visit dishes and utensils were observed to be drying on towels.   | dish racks<br>was bought                  | done                                 | OK<br>JLS<br>1/16/25 |
| 26   | 251.06(9)(d)1.a.<br><b>Food Storage - Perishable, Potentially Hazardous Food</b><br><br>Description: A package of open hot dogs was observed on the stove during the monitoring visit. The hot dogs had been sitting out for several hours. Perishable food, such as meat, shall be stored at appropriate temperatures to prevent spoilage.   | these were<br>tossed during<br>visit.     | done                                 | OK<br>JLS<br>1/16/25 |
| 27   | 251.07(5)(a)4.<br><b>Meals &amp; Snacks - Minimum Meal Requirements</b><br><br>Description: The lunch meal that was being served on the day of the monitoring visit was missing two of the 5 components of the USDA food program minimum requirements for types of food. The center was missing a grain and milk from the lunch being served.<br><br>Repeat violation: Previously cited on 12/14/2023, 11/30/2022 | all meals contain<br>required food groups | done                                 | OK<br>JLS<br>1/16/25 |

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| 28   | 251.07(5)(a)5.a.<br><b>Menus - Post</b><br><br>Description: The menu posted for parents was from April 2024. The day of the monitoring visit was June 27, 2024. There also was not a current menu posted in the kitchen.<br><br>Repeat violation: Previously cited on 12/14/2023 | post all<br>menus<br><br>one week ahead | done                                 | OK<br>JLS<br>1/16/25 |
| 29   | 251.07(5)(a)5.b.<br><b>Menus - Plan</b><br><br>Description: The center did not have a menu planned at least one week in advance.   | plan at least<br>one week<br>ahead      | done                                 | OK<br>JLS<br>1/16/25 |
| 30   | 251.07(6)(dm)4.<br><b>Medical Log - Reviewing Injury Records</b><br><br>Description: An inspection of the medical log book revealed the log hasn't been reviewed every 6 months as required by rule.<br><br>Repeat violation: Previously cited on 12/14/2023                     | review med book                         | done<br>dec. /24                     | OK<br>JLS<br>1/16/25 |
| 31   | 251.07(6)(j)1.<br><b>Emergency Medical Authorization &amp; Parental Notification</b><br><br>Description: Documentation of written consent from the parent for medical care or treatment was not observed on the enrollment form for Child #A7.                                   | have med authorization<br>filled out    | corrected<br>no meds<br>on site      | OK<br>JLS<br>1/16/25 |

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| 32   | 251.09(1)(b)<br><b>Infant &amp; Toddler - Location &amp; Sharing Intake Information</b><br><br>Description: Rule states that admission information for an infant or toddler shall be on file in the room or area to which the child is assigned. All four children under 2 were missing an intake form in the room or area in which the children were being cared for on the day of the monitoring visit.<br><br>Repeat violation: Previously cited on 12/14/2023 | intakes updated<br><br>i have attached them to the clip board with reminders when due | done                                 | OK<br>JLS<br>1/16/25 |
| 33   | 251.09(1)(c)<br><b>Infant &amp; Toddler - Documenting Changes In Development</b><br><br>Description: Intake for Children Under 2 forms were 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.<br><br>Repeat violation: Previously cited on 12/14/2023   | intakes updated<br><br>I have attached them to the clipboard with reminders when due  | done                                 | OK<br>JLS<br>1/16/25 |
| 34   | 251.09(1)(e)<br><b>Infant &amp; Toddler - Provider Training</b><br><br>Description: Staff D, a regularly assigned assistant child care teacher for infants and toddlers, did not have documentation of completing a minimum of ten hours of training in infant and toddler care approved by the Department within six months after beginning to work with infants and toddlers.<br><br>Repeat violation: Previously cited on 12/14/2023                           | complete training required.   | done                                 | NC<br>JLS<br>1/16/25 |

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**NAME - Agency Worker**  
Jennifer Stubbe, April Callihan

**Date Issued**  
9/18/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**