

Date Correction Plan Due 7/31/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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.

Name - Certified Operator / Licensed Center Once Upon A Time School House Presch		Provider Number / Facility ID Number 3000590943 / 001 - 2006098		
Address - Facility (Street, City, State, Zip Code) 237 W Pearl St Belleville WI 535089330		Telephone Number 608-424-1040	Date - Regulation Visit 7/3/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care worker who is within sight and sound of the children to guide behavior and activities, prevent harm and ensure safety when on May 30, 2024 a 2-year-old child was found alone in an empty classroom after approximately two minutes. The center self-reported the incident.	This child's class was going out to the playground. Along the way, this child stepped into an empty classroom. Corrective Action: The travel path for this classroom to move from the classroom to the playground has been changed to reduce the potential for a child to move away from the group.	June 3rd, 2024	
2	251.055(1)(c) Supervision - Opening & Closing Hours Description: An Assistant teacher, assigned to the school age room, provided sole supervision for a time that exceeded the last 2 hours of center operation.	There was a misunderstanding between staff. The assistant teacher was supposed to be with a lead teacher from 2:00 to 3:30 p.m. Due to the misunderstanding, the lead teacher did not go to correct classroom. The assistant teacher was qualified to be alone from 3:30-5:30. Corrective Action: Only lead qualified teachers will be assigned to provide sole supervision to a classroom except for the first two hours and the last two hours of center operation.	July 8th, 2024	

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3	251.055(1)(f) Child Tracking Procedure Description: The center did not adhere to a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times when staff did not do a name-to-face check and a 2-year-old child was left inside an empty classroom for approximately two minutes, as the group transitioned outside. The center self-reported the incident. Repeat violation: Previously cited on 12/7/2022	This violation is the same as #1 above. This child's class was going out to the playground. Along the way, this child stepped into an empty classroom. Corrective Action: Staff was reminded about the importance of doing the name to face roll call as well as knowing a general number count of children present. Staff were also reminded about the line up procedure where one staff member is at the front and another staff member is at the back of the line. Staff must keep children in sight at all times.	June 3rd, 2024
4	251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: Medication was found in a preschool room that could not be administered as labeled and authorized due to a May 2024 expiration date.	The medication expired in May 2024. The licensor discovered the expiration date during her visit on 7/3/24.--Just a little over 4 weeks later. This medication is kept at the center for 6 months at a time due to a child's medical condition. Corrective Action: Expired medication has been returned to parents. We are waiting for parents to bring us updated medication, if needed. Staff were reminded to frequently check and verify that current medications that are kept in their classrooms on a regular basis are not expired. Staff were also reminded to be sure that medication forms are also updated every 6 months. Administration will also check these monthly.	July 25th, 2024

NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
7/17/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Rebecca Schwenn

7/25/2024