

Date Correction Plan Due 12/11/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 Wood County Head Start-Mfld Center		Provider Number / Facility ID Number 7000577847 / 008 - 1013541		
Address - Facility (Street, City, State, Zip Code) 410 W Mcmillan St Marshfield WI 544496015		Telephone Number 715-384-3552	Date - Regulation Visit 11/20/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: A 4-Year-Old Child In The Care Of The Center Did Not Have Close Supervision For Approximately 2 Minutes, When The Child Was Left Alone In A Classroom.	On November 4th, 2024 a mandatory training was held for all Marshfield Center staff. Included in this training was Wood County Head Starts Child Accountability Procedure. Within this training staff and management defined checkpoints at which all staff would stop and do a count of the children in their care before and after leaving the classroom.	11/4/2024	
2	251.055(1)(f) Child Tracking Procedure Description: Staff did not implement the center's child tracking procedures when the group left the classroom to walk around the center. Staff conducted a name-to-face count prior to leaving the classroom but did not conduct another count when arriving at their destination. Classroom staff were unaware the child was unaccounted for until returned to the group by another staff person.	Wood county Head Start followed the agencies disciplinary procedures with respect to the staff in the classroom involved.	11/4/2024	

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Noncompliance Statement			

NAME - Agency Worker
Tiisha Harrell

Date Issued
11/27/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
12/10/2024