

<b>Date Correction Plan Due</b> 5/4/2023	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Story Book Kids		<b>Provider Number / Facility ID Number</b> 8D00583968 / 001 - 1013512	
<b>Address - Facility (Street, City, State, Zip Code)</b> 658 Maple Ridge Rd Mosinee WI 544559272		<b>Telephone Number</b> 715-693-5580	<b>Date - Regulation Visit</b> 3/14/2023
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date Verification Date</b>
1	251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: Per review of staff schedules and classroom sign-in sheets, Staff C and Staff D were scheduled and worked at the center during the weeks of February 6, 13, and 20. Background eligibility status for Staff C expired on 02/08/2023 and eligibility status for Staff D expired on 02/11/2023.  Repeat violation: Previously cited on 6/16/2021	All employees to be left in the portal upon following their leave in the event they return orientation process is to include portal verification for background check update. This procedure has been added to employee handbook	4/25/23
2	251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: Educational qualifications were not on file for Staff A and Staff B.  Repeat violation: Previously cited on 1/19/2022	All educational requirements are posted + highlighted w/ documentation on file to verify qualifications. Staff will promptly turn in any conf ed to admin + initial conf ed of changes complete on employee file	5/15/23

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3	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Per review of classroom sign in sheets for the weeks of February 13, 20, 27, and March 6 staff are not always accurately signing in and out to document when they are working in ratio.	Daily Rosters have been updated. Staff given new documentations on ratio calculations	4/25/23	
4	251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b>  Description: Per review of classroom sign-in sheets and staff schedules for the weeks of February 13, 20, and 27, Staff B has been scheduled and worked in the 1 year old classroom as the teacher. Staff B does not meet the qualifications of a teacher.  Repeat violation: Previously cited on 1/19/2022	Staff only placed in rows on scheduling roster of which they are qualified. Color stars have been added to the schedule to indicate Assistant vs Lead	4/25/23	
5	251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b>  Description: Per review of classroom sign in sheets, ratio was exceeded in the infant classroom on February 13, 14, 15, 16, 17, 20, and March 6, in the early morning hours. One staff member was monitoring a group of 7 or 8 children under the age of 2 years at a time when two staff were required to meet ratio. Ratio for the infant classification is 1 staff to 4 children.	Staff meeting was held over lunch break to go over all violations including this one to show the importance of sign in. Sick calls in which qualified staff are not avail will shut down the classroom	4/25/23	

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6	251.07(6)(i)1. Washing Child's Hands & Face  Description: A child in the preschool classroom did not wash her hands with soap and warm running water after blowing her nose.	Books & curriculum added to classroom on health & safety & handwashing procedure. It takes 21 days for something to become a habit & 90 days for permanent change. This routine is to be enforced & evident in all classrooms.	7/25/23

NAME - Agency Worker  
Kirsten Kronberger, Heather Struck

Date Issued  
4/20/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed