

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 8/1/2019	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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. 49.657. 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 The Goddard School		Provider Number / Facility ID Number 3000589123 / 001 - 2003323	
Address - Facility (Street, City, State, Zip Code) 3355 Intertech Dr Brookfield WI 530455114		Telephone Number 262-781-1400	Date - Regulation Visit 7/9/2019
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(2)(a) Compliance With Laws Description: Contrary to s. 48.686(2)(ab) Wis. Stats., the center failed to submit a criminal background check request to the department prior to Staff A becoming a caregiver.	Staff A recieved instruction on how to obtain a background check. Staff A will return to work after the request is fulfilled.	8/9/19
2	251.04(5)(a)1. Staff File - Staff Record Information Description: The files for Staff A, Staff D, and Staff F were incomplete at the time of licensing visit. Files lacked information on the Staff Record form, pertaining to position at hire, changes in position, and Affirmation.	Staff A, Staff D, and Staff F have been updated with information pertaining to position at hire, changes in position, and Affirmation.	7/29/19

07-30-19 11:15 FROM- Goddard School

262-781-8148

T-492 P0002

F-456

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3	251.04(5)(a)4. Staff File - Physical Examination Report Description: The files for Staff A and Staff F lacked staff health reports and TB tests upon licensing review.	Staff A and Staff F have made the necessary appointments to obtain a health report and TB test.	8/2/19	
4	251.04(5)(a)8. Staff File - Days & Hours Worked Description: Center lacked accurate documentation of days and hours worked when staff was used in staff-to-child ratios.	Policies and procedures for signing into classrooms on the iPads was reviewed at the staff meeting on 7/30/19. Directors will monitor this closely.	7/30/19	
5	251.04(7)(a) Disclosure Of Personal Information Description: Center failed to ensure personal information was not disclosed when classroom allergy lists were posted in each room at the center, accessible for all to see. Lists failed to maintain confidentiality.	Pictures with a child's first and last name was removed from site in the classrooms.	7/26/19	
6	251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: The file for Staff B lacked documentation of current Child Abuse and Neglect prevention training upon review. The last documented training was from February 2014.	Staff B read and signed an updated Child Abuse and Neglect prevention training form.	7/15/19	

07-30-19 11:16 FROM - Goddard School

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T-492 P0003

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7	<p>251.05(2)(d) Food Service Personnel - Orientation, Training</p> <p>Description: Center failed to document annual training of at least four hours in kitchen sanitation, food handling, and nutrition for food service personnel. The last documentation of training was from 2017.</p>	<p>Our Assistant Director Completed the annual training with Learn 2 Serve Food Handler Training Course.</p>	7/29/19	
8	<p>251.06(2)(b) Electrical Or Hot Surface Protection</p> <p>Description: A power strip in the facility and on outlet in the hallway lacked screens or guards to ensure children cannot touch them. Outlets were corrected during visit and protected by guards.</p>	<p>outlets were corrected during state's visit and protected by guards.</p>	7/9/19	
9	<p>251.06(5)(a) Condition Of Premises</p> <p>Description: The premise was not maintained in good condition at the time of licensing visit. A corner baseboard unit was observed pulled from the wall at the time of visit, exposing the under lying wall.</p> <p>Repeat violation: Previously cited on 9/13/2018</p>	<p>The corner baseboard unit is scheduled for repair.</p>	8/8/19	

07-30-'19 11:17 FROM- Goddard School

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T-492 P0004

F-456

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10	<p>251.07(6)(f)1.a. Medication Administration - Parent Authorization</p> <p>Description: Medication authorization exceeded the expiration date located on the medication bottle. A bottle of Benadryl was observed with an expiration date of February 2019.</p> <p>Repeat violation: Previously cited on 5/17/2018</p>	The medication was sent home and documented.	7/11/19	
11	<p>251.07(6)(j)9. Reviewing Injury Records</p> <p>Description: Center failed to review medical log books at least every six (6) months to ensure all possible preventative measures were being taken. The last documentation in the medical log book of a review was from October 2018.</p>	Medical logs were renewed and signed by the Director.	7/30/19	
12	<p>251.07(6)(k)1. Health Examination - Children Under Age 2</p> <p>Description: The files for Child 1, Child 2, and Child 8 lacked updated Child Health Reports upon licensing review. Children under the age of two (2) require an updated health report every six (6) months.</p>	Parents were notified. Child 1, child 2, child 8 now have updated Health Reports.	7/30/19	

NAME - Certification Worker / Licensing Specialist
Kayla Sands

Date Issued
7/18/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Kayla Sands

7/30/19