

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated September 09, 2024 . Please complete this form as follows:

1. In the column titled “Correction Plan,” indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider’s violations, please note the following when writing your correction plan:

- Do not include confidential information, including the names of children and staff.
- Write in concise, plain English.
- Be specific when describing what you have done or intend to do to correct each violation . Non-specific statements such as “It will be fixed”, “Done”, “Will do”, “Don’t agree” or “This won’t happen again” do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
- Be objective, factual and descriptive. The plan should not include derogatory comments , profanity or subjective observations, such as “The licensing specialist doesn’t like me.”

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. Return the completed and signed form to the department by the due date that appears at the top left of the form via:

- **Email:** APRIL.CALLIHAN@WISCONSIN.GOV or
- **Fax:** (715) 930-1139 or
- **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
WESTERN REGION
610 GIBSON STREET
SUITE 2
EAU CLAIRE, WI 547012626

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback : <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

DEPARTMENT OF CHILDREN AND FAMILIES STATE OF WISCONSIN Division of Early Care and Education

NONCOMPLIANCE STATEMENT AND CORRECTION

Date Correction Plan Due TO FILE A COMPLAINT CALL

9/23/2024

PLAN

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 Elmwood Early Learning Center

Provider Number / Facility ID Number 1000589231 / 001 - 2003616

Address - Facility (Street, City, State, Zip Code) 8 S Scott St Elmwood WI 547408645	Telephone Number 715-639-2711	Date - Regulation Visit 7/12/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
<p>251.05(2)(a)2. Staff Record - Completed Background Check</p> <p>Description: Documentation from the Department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13 and the person is eligible to work in a child care program was not available for Staff C, E, or F.</p> <p>Repeat violation: Previously cited on 5/20/2024, 9/6/2023, 8/24/2023</p>	<p>All staff have completed background checks if needed, those who did not need to renew background checks received proof in their files of previous background checks. Going forward this will be done before an employee's first day of attendance.</p>	<p>7/22/2024</p>

Verification Date

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<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Documentation of training on preventing abusive head trauma was not available for Staff C. Each child care worker, center administrator, center director, volunteer counted in staff-to-child ratio, or substitute who provides care and supervision to children under 5 years of age shall document completion of department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age.</p>	<p>All staff have Abusive head trauma prevention training certificates in their files. Going forward this will be completed during the employees training period.</p>	<p>7/15/2024</p>
<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Documentation of Staff A, C, D, F, and G obtaining and maintaining a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) including Department-approved training in the use of an automatic external defibrillator (AED) within 3 months of beginning to work with children was not available for review.</p>	<p>All staff who had expired training, renewed their Cardiopulmonary Resuscitation training. Going forwards this will be checked every 6 months to keep staff up to date with their certifications.</p>	<p>7/19/2024</p>

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<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: There was not documentation of Staff B, C, D, E, F, and G having received training within one week after beginning work at the center and at least every 2 years thereafter, on child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.</p> <p>Repeat violation: Previously cited on 8/24/2023</p>	<p>All staff have received biennial training through a department approved course. Going forward this will be completed during the employees training period.</p>	<p>7/19/2024</p>
<p>251.06(1)(a) Commercial Building Code - Compliance, Inspection Report</p> <p>Description: The center did not comply with the commercial building inspection report when, contrary to the building inspection report on file, they began caring for children under 30 months of age in room 320, which was not approved for use.</p> <p>Repeat violation: Previously cited on 8/24/2023</p>	<p>The children under 30 months were moved back into the room that has two exit doors. Room 320 was approved for use for children over 30 months on August 15th by DCF and approved by the building inspector as of 9/19/24</p>	<p>8/15/2024</p>
<p>251.06(11)(b)8. Outdoor Play Space - Prohibited Surfaces</p> <p>Description: Slides and small climbing equipment are placed above concrete on the Toddler Playground, which is prohibited.</p> <p>Repeat violation: Previously cited on 8/24/2023</p>	<p>ALL slides and climbing equipment were removed from the Toddler Playground.</p>	<p>8/15/2024</p>

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<p>251.06(11)(bm) Outdoor Play Equipment - Provided</p> <p>Description: Outdoor equipment shall be safe and durable. The equipment shall be all of the following: used in accordance with manufacturer's instructions and recommendations, and scaled to the developmental level, size and ability of the children. According to staff interviews, children under three years of age are allowed to go to the school age playground and play on the equipment, which is not developmentally scaled to their age and abilities.</p>	<p>Children under 3 are no longer allowed to play on the school-age playground. They are kept in the grass located by the school-age playground where they play with age appropriate equipment, age appropriate games, or they play in the Toddler Playground.</p>	<p>8/15/2024</p>
<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: The outdoor premises was not free of hazards. On July 11, 2024, the center self-reported a 20-months-old child was allowed to walk on concrete and asphalt, as well as the poured rubber surfacing within the school age playground without shoes, causing the child to sustain second-degree burns on the bottom of his feet. Staff failed to provide the child with appropriate clothing, including shoes, for the hot weather.</p>	<p>Staff have been reminded how important it is to make sure all children have the correct clothing on, including shoes, when leaving the classroom. All staff are aware they need to monitor the weather before taking the children outside, as well.</p>	<p>7/12/2024</p>
<p>251.09(1)(L) Infant & Toddler - Soft Materials In Cribs</p> <p>Description: A infant was sleeping in a pack and play with a soft blanket under the child's head.</p>	<p>No loose objects are allowed in the cribs while infants are sleeping. Going forward if we need to use things such as blankets to help soothe babies to sleep we will be sure to remove them the second the baby falls asleep.</p>	<p>7/15/2024</p>

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<p>251.09(2)(bm) Infant & Toddler - Sleep Position</p> <p>Description: An infant was observed wrapped in a blanket, sleeping on a bouncer seat. Each child under one year of age shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician.</p> <p>Repeat violation: Previously cited on 8/24/2023</p>	<p>No babies are allowed to sleep in bouncers, chairs, swings, etc. Children under one sleep in a crib and children over one sleep on a cot. Going forward when children fall asleep in said objects we move them to their designated sleeping location.</p>	<p>7/15/2024</p>

Verification Date

NAME - Agency Worker April Callihan
Date Issued 9/9/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee Date Signed