

Date Correction Plan Due 8/14/2019	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Forever Young Child Care Center		Provider Number / Facility ID Number 1000559131 / 001 - 1000262		
Address - Facility (Street, City, State, Zip Code) 1224 S Commercial St Neenah WI 54956		Telephone Number 920-720-9567	Date - Regulation Visit 7/30/2019	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(5)(a) Staff File - Maintenance & Availability Description: Of 6 Staff Records reviewed 1 failed to be available for review.	All staff will have their own employee folder.	8-2-19	
2	251.04(5)(a)4. Staff File - Physical Examination Report Description: Of 6 Staff Records reviewed 1 failed to have documentation of a physical exam.	Staff will have completed physical for their file	8-30-19	

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3 251.04(6)(a)6m. Child Record - Immunization History Description: See DCF 251.07(6)(L)- immunizations.	All children will have a complete Immunization History in their Files,	8-5-19	
4 251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Of 6 Staff Records reviewed 4 failed to have documentation of Biennial CAN training- last documented training was 3/2017.	All staff will complete the CAN bi-Annual Training.	8-5-19	
5 251.05(1)(c) Cardiopulmonary Resuscitation Training Description: Of 6 Staff Records reviewed 1 failed to have documentation of current CPR training. Repeat violation: Previously cited on 12/4/2017	All staff will maintain their CPR Training.	8-26-19	
6 251.05(2)(c)1. Continuing Education Requirement - Full Time Staff Description: Of 6 Staff Records reviewed 3 failed to have documentation of the required 25 hours for 2018.	All staff will obtain the required 25 hours continuing Ed.	10-31-19	

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7	251.05(2)(d) Food Service Personnel - Orientation, Training Description: Of 6 Staff Records reviewed 1-the food service personnel- failed to have documentation of annual training.	All staff will complete the required annual training	9-5-19	
8	251.05(3)(f) Child Tracking Procedure Description: Center child tracking procedure failed to be followed when a child was moved to the other classroom for nap and the afternoon. The child failed to be signed out of one classroom and into the other for tracking. Repeat violation: Previously cited on 12/4/2017	We will sign the child out as we take them to the other classroom, and make sure they are signed in.	8-14-19	
9	251.05(4)(L) Staff-To-Child Ratios - Non-Classroom Duties Description: Child care workers failed to be free of non-classroom duties when they were counted in meeting the staff-to-child ratios. Child care worker was serving up afternoon snack while being counted/needed for classroom ratios. Repeat violation: Previously cited on 12/4/2017	We will make sure snack is set up before we lose kitchen help.	8-1-19	

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10	<p>251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces</p> <p>Description: An energy-absorbing surface such as loose pea gravel failed to be maintained and at a depth of 9 inches under climbing equipment, swings and slides. Gravel was compacted- not loose fill or at a depth of 9 inches where required.</p> <p>Repeat violation: Previously cited on 8/7/2018</p>	<p>The Energy-Absorbing will be loosened up and will be the correct depth</p>	8-24-19	
11	<p>251.07(3)(b)2. Equipment - Quantity For Indoors</p> <p>Description: Center failed to provide sufficient indoor play equipment to allow each child a choice of at least 3 activities involving equipment when all child are using equipment. More equipment/toys and in a larger variety were needed in the infant/younger classroom.</p>	<p>The staff will make sure there is enough Toys available for each child to have 3.</p>	8-2-19	
12	<p>251.07(4)(b) Naps Or Rest Periods - Awake Children</p> <p>Description: Child care workers failed to permit children who awaken to get up and to have quiet time through the use of equipment or activities which will not disturb other children. Children in the infant/younger classroom remained in cribs and on sleeping bags once awake.</p>	<p>As the children start waking up they will be allowed to get up and do a quiet Activity.</p>	8-2-19	

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13 251.07(6)(k)1. Health Examination - Children Under Age 2 Description: Of 10 Children's Records reviewed 3 children under age 2 failed to have documentation of an exam at least once every 6 months. Repeat violation: Previously cited on 12/4/2017	All children Under 2 will have updated health reports every 6 months.	9-1-19	
14 251.07(6)(k)2. Health Examination - Children Over Age 2 Description: Of 10 Children's Records reviewed 2 children over the age of 2 failed to have documentation of an exam at least once every 2 years.	All children in ^{over} 2 care will have the Health report updated Every 2 years	9-1-19	
15 251.07(6)(L) Immunization Documentation Description: Of 10 Children's Records reviewed 1 was missing documentation of immunizations.	All children will have Immunization documentation on file.	8-2-19	
16 251.09(1)(e) Infant & Toddler - Provider Training Description: Of 6 Staff Records reviewed 1 failed to have documentation of I/T training.	All Staff will complete the required I/T Training.	10-31-19	

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NAME - Certification Worker / Licensing Specialist
Ruth Sprangers

Date Issued
7/31/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Charity H. Chmielewski
DCF-F-CFS0294-E (R.08/2011)

Date Signed
8-13-19