

SENT VIA REGULAR AND CERTIFIED MAIL

Article No.: 7020 1810 0000 6548 6176

December 15, 2021

Linda Thompson / First United Presb Church Of Vernon
Vernon Presbyterian Child Dev Ctr
S71 W23280 National Ave
Big Bend WI 53103

RE: WARNING LETTER OF NONCOMPLIANCE
Vernon Presbyterian Child Dev Ctr
Facility ID #: 225177

Dear Linda Thompson / First United Presb Church Of Vernon:

This letter constitutes a warning to you, Linda Thompson / First United Presb Church of Vernon, regarding substantial non-compliances with Chapter 48, Wis. Stats., and/or DCF 251, Wis. Administrative Code in the operation of Vernon Presbyterian Child Dev Ctr, a licensed group childcare program. Failure to correct these non-compliances may result in further Department action.

This warning is based on the Department's findings by licensing specialists Sarah Stormont and Colleen Hanser during a visit to the center on 12/9/2021. The Department finds that you have failed to meet requirements for a group childcare license in the following respect(s):

1. **DCF 251.05(3)(f)3. – CHILD CARE TEACHER – ENTRY LEVEL TRAINING** states, in pertinent part, that prior to assuming the position, a person hired to be a child care teacher shall complete or obtain one of the entry level training requirements. Contrary to DCF 251.05(3)(f)3., the teacher in the non-mobile infant classroom did not have documentation of completed entry level trainings. Documentation from the Registry certificate indicated that the staff person was qualified as an assistant teacher.
2. **DCF 251.055(1)(b) – SUPERVISION – TEACHER PER GROUP OF CHILDREN** states that at least one child care teacher shall supervise each group of children. Contrary to DCF 251.055(1)(b), the staff person who was identified as a teacher in the non-mobile infant classroom did not have teacher qualifications. **This rule was previously cited on January 21, 2020.**
3. **DCF 251.055(1)(f) – CHILD TRACKING PROCEDURE** states that the center shall implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times. Contrary to DCF 251.055(1)(f), the tracking procedure was not properly implemented in

the Inchworm classroom. Program reported using both Brightwheel app and paper documentation for tracking. The classroom had seven children in attendance, seven recorded in Brightwheel, but only five signed into the clipboard.

4. **DCF 251.055(2)(b) – STAFF-TO-CHILD RATIOS – MINIMUM** states that the ratio of child care workers to children may not be less than the minimum number of child care workers to children specified in Table 251.055. Contrary to DCF 251.055(2)(b), a staff person in the mobile infant room had five infants in care during the time of the visit and was working alone. For this age group, ratios should be one child care worker to four children.
5. **DCF 251.07(6)(f)5. - MEDICATION ADMINISTRATION - AS LABELED & AUTHORIZED** states all medications for a child in care shall be administered by the center as directed on the label and as authorized by the parent. Contrary to DCF 251.07(6)(f)5., an authorization for Tylenol in the toddler classroom, beginning in June 2021, did not have an end date, which exceeded the length of use according to the labeled directions.

A Noncompliance Statement and Correction Plan (DCF-F-CFS294) listing the code violations documented at this visit is attached and incorporated herein by reference.

The Department will continue to closely monitor Vernon Presbyterian Child Dev Ctr to ensure that you come into compliance with the Wisconsin Statute and Administrative Code. Continued violation may result in licensing sanctions and penalties, pursuant to Wis. Stat. § 48.715, including, but not limited to, issuance of an order, assessment of forfeitures ranging from \$10 to \$1,000 per day, per violation, or actions to revoke your family child care license.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)L, the group child care program shall post with the license any notice received from the Department relating to rule violations, including this warning letter. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

Please contact Sarah Stormont at 262 446-7846 if you have questions regarding this notice.

Sincerely,



Mary Schultek, Licensing Supervisor
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

Attachment – CFS 294

cc: Randall Gasser, Regional Licensing Manager
Sarah Stormont, Licensing Specialist
BCCSA
Waukesha Co
4C for Children
DPI
WECA
SERO Staff

Date Correction Plan Due 12/29/2021	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. 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 Vernon Presbyterian Child Dev Ctr		Provider Number / Facility ID Number 9000557269 / 001 - 225177	
Address - Facility (Street, City, State, Zip Code) S71 W23280 National Ave Big Bend WI 53103		Telephone Number 262-662-4648	Date - Regulation Visit 12/9/2021
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)1. Child Record - Enrollment Information Description: Children 1, 2, 6, and 7 had missing and/or incomplete information on the child enrollment forms.	All paperwork has been updated to fill in blank spaces.	12/16/2021	
2 251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Staff C did not have documentation of current child abuse and neglect training. Last training took place in 7/2019.	Training was completed on time, copy of current training was in file at time of visit.	7/2021	

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3 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B and E did not have documentation of completed health report.	Staff have had appointments scheduled, waiting for appointments.	2/1/2022	
4 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A, B, D and E did not have documentation of current CPR training.	Staff have CPR training, Director completed trainings, cards are waiting to be issued. CPR completed on 11/16/2021	11/16/2021	
5 251.05(3)(7)3. Child Care Teacher - Entry-Level Training Description: Teacher in the non-mobile infant classroom did not have documentation of completed entry level trainings.	Teacher has classes to complete.	1/15/2022	
6 251.05(1)(b) Supervision - Teacher Per Group Of Children Description: Staff person in the non-mobile infant classroom did not have teacher qualifications. Repeat violation: Previously cited on 1/21/2020	Teacher has classes to complete.	1/15/2022	

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7	251.055(1)(f) Child Tracking Procedure Description: Tracking procedure was not properly implemented in the toddler classroom. Program reported using both Brightwheel app and paper documentation for tracking. The inchworm classroom had seven children in attendance, seven recorded in Brightwheel, but only five signed into the clipboard.	Teachers were reminded to use both at all times.	12/16/2021	
8	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Staff person in the mobile infant room had five infants in care during the time of the visit. Repeat violation: Previously cited on 1/21/2020	Teachers were reminded to not have 3 babies on one side and 5 on the other side, rather 4 and 4.	12/16/2021	
9	251.06(9)(d)2.a. Food Storage - Dry Food Description: Two packages of food were observed in the kitchen that were not stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight-fitting covers. One package was closed with a clip and the other was taped.	Food storage guidelines have been updated with cook + more bns purchased.	1/3/2022	

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10 251.07(5)(b)1. Mealtime - Staff With Children Description: Staff in the preschool classroom did not sit with children during mealtime.	Teachers were reminded to sit with children as much as possible.	12/10/2021	
11 251.07(6)(dm)3.b. Medical Log - Injury In Care Description: Several entries in the Inchworm medical log did not include the time an injury in the classroom occurred.	Medical log book has been reviewed and teachers reminded of guidelines.	12/22/2021	
12 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: During the observation, the preschool classroom had an epi-pen and allergy medication without a current authorization.	Medication has been returned to family.	12/17/2021	
13 251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: An authorization for Tylenol in the toddler classroom, beginning in June 2021, did not have an end date, which exceeded the length of use according to the labeled directions.	Medication has been returned to family.	12/17/2021	

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14 251.07(6)(f)6. Current Authorizations For Medications On Premises Description: The preschool classroom also had a bottle of Tylenol without an authorization.	Medication has been returned to family.	12/17/2021	
15 251.09(1)(am)6. Infant & Toddler Intake - Developmental & Health History Description: One intake form in the infant room had no documentation of physical development.	Intakes are updated.	1/3/2022	
16 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Despite the forms being signed by parents, there were not documented changes noted on the intake forms reviewed during the licensing visit.	Intakes are updated.	1/3/2022	
17 251.09(1)(e) Infant & Toddler - Provider Training Description: Staff member in the infant classroom did not have documentation of completed training.	Teacher has classes to complete.	1/6/2022	

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18	251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description: Infant was observed sleeping in a crib with bibs and burp rags hung on the sides.	New placement of bibs have been implemented.	12/22/2021	
19	251.09(2)(a) Infant & Toddler - Responding To Crying Children Description: Upon arrival in the classroom, there were several infants in their cribs while the teacher was cleaning up after lunch. Infant was observed crying and more than seven minutes passed before he was comforted.	Teachers have been reminded of guidelines, and teachers do their best to attend to all children while multi-tasking.	12/17/2021	
20	251.09(3)(a)10. Infant & Toddler - Open Containers, Leftover Food Description: There were cheerios stored in the infant classroom that were not labeled and dated.	Snacks were dumped and food guidelines reminded with teachers.	12/22/2021	
21	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: The bottles in the infant fridge were in labeled containers, but individual bottles were not labeled and dated.	individual bottles have labels.	12/22/2021	

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Correction Plan

Expected
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Verification
Date

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NAME - Certification Worker / Licensing Specialist

Sarah Stormont, Colleen Hanser

Date Issued

12/15/2021

SIGNATURE Certified Operator or Designee / Licensee or Designee



Date Signed

12/17/2021