

Date Correction Plan Due 7/25/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Baraboo Head Start Center		Provider Number / Facility ID Number 8000577858 / 016 - 1012153		
Address - Facility (Street, City, State, Zip Code) 1531 Lake St Baraboo WI 539133079		Telephone Number 608-742-5329	Date - Regulation Visit 7/11/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(i)1. Washing Child's Hands & Face Description: During the licensing visit, an infant's hands were not washed or wiped with a wet wipe after diapering.	The Education Manager provided additional training to this staff member on the hand washing requirements after diapering a child. In addition, the Education Manager and the Early Childhood Supervisor will be monitoring this carefully so the hand washing procedures are followed at all times. In addition, the procedures for diapering and hand-washing will be reviewed at the Pre-Service Training for all staff members in August 2024.	July 22, 2024	
2	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: After an infant was diapered during the licensing visit, the diapering surface was only disinfected; it was not cleaned with soap and water.	The Education Manager provided additional training to this staff member on the proper procedures for disinfecting a diaper changing surface including the requirement to clean the surface with soap and water prior to disinfecting the surface. In addition, the Education Manager and the Early Childhood Supervisor will be monitoring this carefully so the proper disinfecting procedures are followed at all times. Additionally, the proper disinfecting procedures for the diaper changing surface will be reviewed at the Pre-Service Training for all staff members in August 2024.	July 24, 2024	

NAME - Agency Worker
Amy Anderson

Date Issued
7/11/2024

Date Issued
7/11/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Suzanne M. Hoppe

Date Signed

September 27, 2024