

<b>Date Correction Plan Due</b> 5/30/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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)(f) 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.

<b>Name - Certified Operator / Licensed Center</b> Stoddard Head Start Center		<b>Provider Number / Facility ID Number</b> 8000577928 / 007 - 1014653		
<b>Address - Facility (Street, City, State, Zip Code)</b> 6615 County Road J Schofield WI 544764746		<b>Telephone Number</b> 715-573-3698	<b>Date - Regulation Visit</b> 5/10/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: Child 5 did not have a health report on file.  The health report for Child 6 was more than one year prior to their start date.	Our case managers have a date from parent of the last exam - the hold up was on the returned fax from the Doctors. We asked parents for the office visit summary to put on file until we get the fax from the doctors. Both students now have them in their files.	5-24-24	
2	251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b>  Description: In Room #7 the children did not wash their hands when coming in from playing outside. Two children blew their nose and did not wash their hands.	Our Director of Ed shared CDC recommendations, licensing & Head Start requirements and a poster showing pics of when to wash hands with all our teaching staff and teachers reviewed the posters w/ the children in	5-24-24	

their classes. They were given "please wash your hands" visuals to add to their visual class schedule and the teacher in Room #7 changed schedule a bit so they come in from outside, wash hands, and go right to the tables for lunch.

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3	251.07(6)(i)2. <b>Adult Handwashing</b>  Description: In Room #7 staff did not wash their hands when coming in from playing outside.	All staff in the classroom had a hand washing refresher and were given a copy of the CDC, Head Start, and Child Care Licensing info to review. Handwashing posters given to hang in classroom and review.	5-24-24

**NAME - Agency Worker**  
Heather Struck

**Date Issued**  
5/15/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**

*Andrea Velasquez*

5-23-24