

<b>Date Correction Plan Due</b> 10/2/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>OCT 04 24</b> <b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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RJ NELANDER

**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.

<b>Name - Certified Operator / Licensed Center</b> Shannon's Daycare		<b>Provider Number / Facility ID Number</b> 5000581015 / 001 - 2003375		
<b>Address - Facility (Street, City, State, Zip Code)</b> 155131 South Rd Mosinee WI 544557577		<b>Telephone Number</b> 715-571-4409	<b>Date - Regulation Visit</b> 8/27/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>250.04(2)(c) <b>Current, Accurate Information</b></p> <p>Description: The licensee did not provide accurate information to the department when she reported to the department the center would be closing at 9:00am on 08/19/2024 due to illness. Review of the daily attendance records for 08/19/2024, revealed eight children and two staff documented as being present the entire day.</p>	<p>Keep my records in proper order.</p>	<p>9/18/2024</p>	
2	<p>250.05(2)(a) <b>Staff File - Staff Record Form</b></p> <p>Description: Staff B and C did not have a staff record form on file.</p>	<p>Will have the record form on file.</p>	<p>9/18/2024</p>	

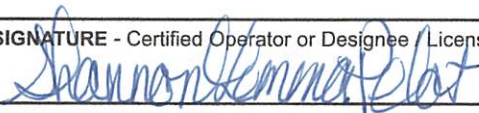
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3	250.05(2)(c) <b>Staff File - Days, Hours Worked</b>  Description: On 08/22/24 and 08/23/24 staff did not sign in and/or out on the daily attendance record when included in staff-to-child ratio.	Make sure staff sign in and out on daily attendance.	9/18/2024	
4	250.05(2)(d)1. <b>Staff File - Physical Examination - Form</b>  Description: Staff B and C did not have a health report on file.	Have my staff get a health report to me as soon as possible.	10/14/2024	
5	250.05(3)(d) <b>Provider Training - Additional Required Provider</b>  Description: Staff B has worked with children in care for more than 6 months and does not meet training requirements as an additional provider.	Staff B classes end on October 14,2024	10/14/2024	
6	250.05(3)(fm) <b>Biennial Training - Child Abuse &amp; Neglect</b>  Description: Staff A did not have verification of the biennial child abuse and neglect training on file.	Staff A will complete the child abuse and neglect training.	9/18/2024	

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7	250.05(4)(a) <b>Staff Orientation - Documentation</b>  Description: Staff B did not have an orientaiton checklist on file.	Will fill out the form and keep in records.	9/18/2024	
8	250.05(4)(c)1. <b>Continuing Education - Requirement &amp; Training Topics</b>  Description: Staff B did not complete the annual continuing education requirements for 2023.	This is for staff A and I will have her enroll in some continuing education classes.	10/30/2024	
9	250.07(3)(a)5. <b>Play Equipment - Manufacturer Instructions And Recommendations</b>  Description: An infant was in a swing and the safety straps were not used.	We will use all safety precautions supplied by the equipment to keep children safe.	9/18/2024	

**NAME - Agency Worker**  
Heather Struck, Bonnie Davis

**Date Issued**  
9/17/2024

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



**Date Signed**

