

Date Correction Plan Due 7/21/2022	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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.

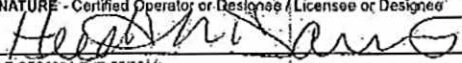
Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each 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		Provider Number / Facility ID Number	
Little Feet And Helpful Hands Childcare		6000589298 / 002 - 2004347	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
1100 Linden Dr Holmen WI 546362508		608-399-3332	6/23/2022
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: The file for Staff A did not contain documentation of a physical examination report on a form provided by the department, completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.	Staff completed physical	7/16/22
2	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff C is missing a certificate from The Registry documenting that the person has met the educational qualifications for a teacher and has worked as a teacher for at least 6 months.	Staff has requested official transcripts be sent in to update Registry certificate.	7/7/22



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3	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: An assistant teacher is required to complete entry level training within 6 months of the hired date. There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff A who has been employed at the center for longer than 6 months.</p>	Staff has a deadline to get the book completed	7/21/22	
4	<p>251.06(2)(n) Garbage Containers - Construction & Disposal Schedule</p> <p>Description: Per rule, garbage and refuse stored out of doors shall be kept in leak-proof containers equipped with tight-fitting covers. On the day of the licensing visit there was a garbage can in the outdoor play area without a cover on it.</p>	A lid was placed on garbage can outside	7/6/22	
6	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: An inspection of the medical log book in the Infant room revealed the log hasn't been reviewed every 6 months as required by rule.</p>	Review of med book will be done every 3 months @ staff meetings	7/6/22	

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6	251.07(6)(j)1 Washing Child's Hands & Face Description: As observed by the Licensing Specialist during the monitoring visit, a child care worker in the infant room did not wash the hands (or use a soap and water based wipe) of 2 children after diapering as is required by rule.	Teachers were educated about hand washing procedures for infants	7/7/22	
7	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff D, a regularly assigned child care teacher or assistant teacher for infants and toddlers, does not have documentation of completion of a minimum of ten hours of training in infant and toddler care approved by the Department within six months after assuming the position.	Staff has a deadline to get the book completed	7/21/22	

NAME - Certification Worker / Licensing Specialist Jennifer Stubbie	Date Issued 7/17/22
SIGNATURE - Certified Operator or Designee / Licensee or Designee 	Date Signed 7/21/22