

Date Correction Plan Due 12/10/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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)(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 Tomahawk Child Care Center		Provider Number / Facility ID Number 2000556562 / 001 - 620263		
Address - Facility (Street, City, State, Zip Code) 648 E Lincoln Ave Tomahawk WI 544871527		Telephone Number 715-453-1602	Date - Regulation Visit 11/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff C does not have documentation on file that she is assistant teacher qualified. Repeat violation: Previously cited on 5/8/2024	Staff C will complete the Introduction to Childcare Course to become assistant teacher qualified.	12 - 20 - 2024	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Per interview of director and staff, staff are not accurately documenting when they are working in the classroom in ratio. Staff have not been signing out when they leave the classroom other than for their scheduled 1 hour break.	All staff members who are working within the classroom and are counted in ratio will sign in and out of the classroom any time they leave or enter the classroom for any reason such as bathroom breaks, etc. in addition their scheduled 1 hour break. Classroom attendance sheets will be updated to ensure that there is enough space for staff to accurately log times. This will be reviewed with all staff members during our monthly staff meeting.	12 - 20 - 2024	

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3	251.055(1)(a) Supervision Of Children Description: Sight and sound supervision was not being provided on 09/24/2024, when children were able to move a toy shelf away from the wall and get behind it. An incident occurred during this time and Child 1 received 3 fractures to the leg. Neither staff in the classroom has knowledge of how the injury occurred. Staff B was on her cell phone at the time of the incident while Staff A was on the other side of the classroom getting supplies for an art project.	Supervision of children regulations and expectations of staff members will be reviewed with all staff members. A review of the cell phone policy currently in place will be completed. Any revisions will be reviewed with all staff members and sent to licensing for documentation of any revisions made.	12-20-2024	
4	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: On 09/24/2024, Staff A left the classroom and building for an undetermined amount of time leaving Staff B in charge of a group of 8 children all under the age of 2 years.	Ratio regulations and expectations of staff will be reviewed with all staff members. Staff members will not leave the classroom unless ratios are maintained for compliance. Appropriate coverage will be found prior to any staff leaving the classroom for any amount of time.	12-20-2024	
5	251.06(2)(a) Potential Source Of Harm On Premises Description: Per observation on 11/18/2024, there is a heating vent in the 1 year old classroom that is not secured and is loose causing a tripping hazard.	The heating vent will be secured into place. A maintenance log will be kept to ensure proper documentation and notification of any future necessary maintenance needed throughout the center.	11-19-2024	

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6	251.06(2)(h) Smoking Prohibited On Premises And In Vehicles Description: Per interview on 11/18/2024, a staff member has been vaping in her car while on the premises.	Smoking will not be allowed on premises, even within personal vehicles. The employee handbook will be reviewed and revisions to the smoking policy will be made. Revisions of the policy will be sent to licensing once revised.	12-20-2024	
7	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: Per observation in the 1 year old classroom on 11/18/2024, there was a toy shelf partially blocking the lighted patio door exit and a vertical blind was blocking the door handle. The exit door could not be opened during the visit as it would not unlock.	The shelf and the vertical blinds will be removed for easy access to the door. The exit door will be looked at by maintenance to ensure that it is functioning properly at any given time.	12-2-2024	

NAME - Agency Worker
Kirsten Kronberger

Date Issued
11/26/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
12-6-2024

Nicole Azarian