

Date Correction Plan Due 5/7/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
--------------------------------------	--	--

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.

Name - Certified Operator / Licensed Center First Lutheran Childcare Center		Provider Number / Facility ID Number 3000556523 / 001 - 520025		
Address - Facility (Street, City, State, Zip Code) 218 County Road K New Richmond WI 54017		Telephone Number 715-246-3199	Date - Regulation Visit 4/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(3)(jm) Report - Prohibited Actions</p> <p>Description: The center reported a prohibited actions incident on 4/17/2024 that occurred on or around 3/19/2024 when a staff member used actions that were psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious to children when the staff member struck a child after being bitten and additionally was witnessed using her foot to pick up cots while two children were sleeping. This action caused the children to fall out of the cots and onto the floor. The center failed to report the incident within 24 hours as required by rule.</p>	<p>The staff that was involved in the prohibited actions was terminated immediately and a center investigation was done to report to CPS and state licensing. If any suspicious behavior is reported, it will be reported to St. Croix County CPS within 24 hours along with state licensing</p>	5/7/2024	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
First Lutheran Childcare Center		3000556523 / 001 - 520025		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
218 County Road K New Richmond WI 54017		715-246-3199	4/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor later than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter. Child #2 does not have documentation of a follow-up exam within the past 6 months.	Each child under 2 will be reviewed and forms will be sent to parents/guardians to return to the center. If forms are not returned in a timely manner, director will set a meeting with each child's family.	5/10/2024	
3	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Child #3 did not have documentation of a follow-up health examination at least every 2 years.	Child #3 will be informed of missing health exam and forms to be delivered back within 1 week.	5/10/2024	
4	251.05(2)(a)1. Staff Record - Personal Information Description: There was no documentation of a Staff Record form information on file for employee B. Repeat violation: Previously cited on 8/31/2022	Staff B was informed about missing paperwork and given the correct forms to fill out within a week.	5/7/2024	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
First Lutheran Childcare Center		3000556523 / 001 - 520025		
Address - Facility (Street, City, State, Zip Code) 218 County Road K New Richmond WI 54017		Telephone Number 715-246-3199	Date - Regulation Visit 4/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
5	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: The file for Staff A and B 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.</p> <p>Repeat violation: Previously cited on 8/31/2022</p>	Staff A and B were informed of missing paper work and given forms for proper documentation to be completed within one week.	5/7/2024	
6	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff C and D were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p>	Staff C and D were informed about missing or expired training and given the resource to complete training within 72 hours.	5/2/2024	
7	<p>251.07(2)(e) Child Guidance - Prohibited Actions</p> <p>Description: As a result of a self-report investigation, it was determined a former staff member used actions that were psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious to children when the staff member struck a child after being bitten and additionally was witnessed using her foot to pick up cots while two children were sleeping. This action caused the children to fall out of the cots and onto the floor.</p>	The former employee was terminated and reported to St. Croix county CPS and DCF licensing. If there are any suspicions of suspected child abuse, it will be reported directly to St. Croix county CPS within 24 hours and investigated	5/7/24	

Name - Certified Operator / Licensed Center First Lutheran Childcare Center		Provider Number / Facility ID Number 3000556523 / 001 - 520025	
Address - Facility (Street, City, State, Zip Code) 218 County Road K New Richmond WI 54017		Telephone Number 715-246-3199	Date - Regulation Visit 4/18/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
8	251.09(1)(c) Infant & Toddler - Documenting Changes in Development Description: Child #2 Intake for Children Under 2 form was missing documentation of having been updated every three months to reflect changes in the child's development and routines based on discussion with the parent.	Child #2 parents / guardians were informed about missing documentation and given new forms to fill out and returned within one week. Staff were also informed about the 3 month updates.	5/7/2024

In addition to the immediate response to the violation notice, the Child Care Board has engaged a consultant to help develop policies and procedures which will guarantee the overall safety and success of all children who attend the Center. Likewise, all new Child Care Center staff will receive on-board orientation which will specifically address suspected child abuse and neglect (whether by staff, parents, guardians, or other caregivers) and the procedures for reporting the same. On-going staff will participate in regular staff development programming designed to identify and report suspected child abuse and neglect. All staff will engage in Child Guidance programming on a regular basis. Child safety and wellbeing have been and will continue to be the top priority for the Center.

The Child Care Board is developing updated policies and procedures that will guarantee accurate and timely record keeping. Children's records will be monitored on a regular basis for completeness and as necessary, updates. Staff records will likewise be monitored and verified for completeness. A policy will be developed and implemented within the next 30 days that will track record keeping and a process implemented to manage delinquent records. Record keeping will be a priority for the Center.

NAME - Agency Worker Matthew Peterson	Date Issued 4/23/2024
- FLC DIRECTOR 5/16/24	
SIGNATURE - Certified Operator or Designee / Licensee or Designee	Date Signed
- PRES. FLC	5/6/24