

| Name - Certified Operator / Licensed Center  |   | Provider Number / Facility ID Number   |                                      |                      |
|--|---|--|--------------------------------------|----------------------|
| Children's Discovery Center  |   | 5000569345 / 012 - 1014793   |                                      |                      |
| Address - Facility (Street, City, State, Zip Code)<br>3109 John Joanis Dr Stevens Point WI 544828800 |   | Telephone Number<br>715-544-4991   | Date - Regulation Visit<br>9/20/2024 |                      |
|  | Rule/Statute Number<br>Noncompliance Statement  | Correction Plan  | Expected<br>Completion Date          | Verification<br>Date |
| 2  | <p>251.05(2)(a)6.<br/><b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: In Classroom 6 two staff were not signed out.</p> <p>In Classroom 9 one staff was not signed out.</p> <p>In several classrooms multiple staff had not signed out on various days throughout the week.</p> <p>Repeat violation: Previously cited on 4/17/2024</p>  | <p>Rule/Statute number reviewed at center Mtg.</p>   | 10/15/24                             |                      |
| 3  | <p>251.055(1)(f)<br/><b>Child Tracking Procedure</b></p> <p>Description: Staff did not adhere to the procedure to ensure the number, names, and whereabouts of children in care at all times when staff did not follow the center's procedure of using visitor sheets to document movement between classrooms.</p> <p>Two children moved from Classroom 2 to Classroom 3 and the move was not documented. One child moved from Classroom 3 to Classroom 4 and the move was not documented. Staff documented on the daily attendance sheet that the scheduled child counts were conducted even though the names and number of children on the attendance did not match with who was in the classroom.</p> <p>Repeat violation: Previously cited on 5/28/2024, 12/13/2023</p> | <p>visit forms were reviewed and staff were required to ensure they were completed for use</p> | 9/23/24                              |                      |

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| <b>Date Correction Plan Due</b><br>10/25/2024 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | <b>TO FILE A COMPLAINT CALL</b><br>715-361-7700 |
|---|--|---|

**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.

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|   | <b>Rule/Statute Number<br/>Noncompliance Statement</b>   | <b>Correction Plan</b>   | <b>Expected<br/>Completion Date</b>         | <b>Verification<br/>Date</b> |
| 1   | <p>251.04(6)(b)<br/><b>Current, Accurate Daily Attendance Record</b></p> <p>Description: In Classroom 2 there were six children signed in on the daily attendance and only four children were in the classroom. Two children had moved to a different classroom and the move was not documented on the visitor or daily attendance sheet.</p> <p>In Classroom 3 there were five children signed in on the daily attendance and only three of those children were in the classroom. One child had left for the day, one child moved to a different classroom and two children joined from a different classroom, and the moves were not documented on the visitor or daily attendance sheets.</p> | <p><i>visit forms were reviewed and staff were required to ensure they were completed for use.</i></p> | <p><i>9/23/24</i></p>                       |                              |

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| 4  | 251.07(6)(dm)2.<br><b>Medical Log - Pages &amp; Entries</b><br><br>Description: Lines were skipped in the Classroom 3 medical log book.   | Med log procedure/<br>policy reviewed at<br>center mtg.            | 10/15/24                             |                      |
| 5  | 251.07(6)(dm)3.b.<br><b>Medical Log - Injury In Care</b><br><br>Description: In Classroom 5 entries in the medical log book did not contain the last names of the children.<br><br>In Classroom 3 entries in the medical log book did not contain the last names of the children and dates and times of the incident. | med log procedure<br>policy reviewed at<br>center mtg.             | 10/15/24                             |                      |
| 6  | 251.07(6)(f)1.a.<br><b>Medication Administration - Parent Authorization</b><br><br>Description: One medication in Classroom 8 was authorized to be administered as needed with symptoms and did not include a doctor's emergency care plan.<br><br>Repeat violation: Previously cited on 9/14/2023                    | medication sent<br>home.   | 9/23/24                              |                      |

NAME - Agency Worker  
Heather Struck

Date Issued  
10/10/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Samantha Zimmerman*

Date Signed

10/21/24