

Date Correction Plan Due 1/2/2024	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		Provider Number / Facility ID Number		
St Lawrence Early Childhood Center		9000568399 / 002 - 1003174		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
551 10Th Ave N Wisc Rapids WI 544952567		715-422-0990	12/13/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Documentation of immunizations was not on file for child 1, 2 and 3.	A list has been made of every child's anniversary date to ensure forms are updated. Pop up reminders will go on our ProCare system as well.	3/30/2024	
2	251.05(2)(a)1. Staff Record - Personal Information Description: Staff record information was not on file for Staff C and E	Records are now complete. Packets for new hires are available to ensure all paperwork is completed.	2/1/2024	

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3	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: A Registry certificate indicating the individual is qualified for the position they are working was not on file for Staff C and Staff E, both working as child care teachers.</p>	<p>Course Materials have been ordered and received. Staff C & E are working on completing them. Director has made a folder of all necessary documentation for future hires to ensure compliance.</p>	4/2024	
4	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Documentation of entry-level qualifications was not on file for Staff C and Staff E.</p>	<p>Staff C & E have provided completed missing documentation. Director has a list of all documents needed to work at the daycare.</p>	completed	
5	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: -Documentation of the hours staff are working in ratio, and in which classroom, is not documented when staff work in multiple rooms or in a room other than their regularly assigned classroom.</p> <p>-Hours when the center director is working in ratio, and in which classroom, are not documented.</p>	<p>Director has created a Sign In/Out Form that is in each classroom binder. Staff & Director sign in/out with date and times noted when working in multiple classrooms.</p>	12/2023 completed	

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6	251.05(2)(a)8. Staff Record - Orientation Description: Documentation of the orientation required under DCF 251.05(4)(a) was not on file for Staff E.	Orientation paperwork finished for Staff E Director has made a folder of all necessary documentation for future hires to ensure compliance.	12/2023	
7	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Current certification in infant and child CPR with AED was not on file for Staff A and Staff E.	Staff A & E are completeing training to be in compliance with certifications. Anniversary dates will be written in a log book by the Director to ensure all Staff are current on all certifications	3/2024	
8	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Documentation of biennial training in child abuse and neglect recognition and reporting was not on file for Staff A and Staff D.	Staff A & D have completed training to be in compliance with certifications. Anniversary dates will be written in a log book by the Director to ensure all Staff are current on all certifications	3/2024	
9	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Staff C and Staff E, both working as child care teachers, have not completed required entry-level training for a child care teacher, prior to working in the position.	Staff C & E are working to complete all neccessary requirements. Director has made a file outlining all neccessary requirements needed to work in classrooms in the future.	4/2024	

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10	<p>251.05(4)(c)1. Continuing Education Requirement - Full Time Staff</p> <p>Description: Per staff statements, staff have not completed the required number of continuing education hours per year.</p>	<p>Each staff member has been given the number of CE hours that they need to be current. CE courses are made available to all staff to choose which courses they would like to take to stay current.</p>	In progress 12/2024	
11	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: Children in the preschool room were not supervised by a qualified child care teacher when Staff C is the only staff person in the classroom.</p>	<p>Staff C is currently working on the necessary training courses. She will not be working unsupervised until all is complete. Director has made a file outlining all necessary requirements needed to work in classrooms, either supervised or unsupervised in the future.</p>	4/2024	
12	<p>251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces</p> <p>Description: There is not an energy-absorbing surface, such as loose sand, pea gravel, or pine or bark mulch, in a depth of at least 9 inches under swings and slides.</p>	<p>Once weather permits, Director will order materials (sand/pea gravel/mulch) Until that time, children are instructed to stay off the swings and slides unless there is enough snow (not ice) at the bottom of equipment.</p>	7/2024	

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13	<p>251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces - Children Under 1</p> <p>Description: -One pack and play in the infant room has torn mesh. -A pack and play in the infant room has become bent and is not safe for use.</p> <p>-Pack and plays are not placed 2 feet apart.</p>	<p>Pack n plays in question have been removed from room. All cribs have been moved 2 feet apart Staff has been instructed to check routinely for any issues that may suggest an unsafe pack and play</p>	Corrected 12/2023	
14	<p>251.07(6)(i)1. Washing Child's Hands & Face</p> <p>Description: Infants' hands are not washed after a child's diaper is changed.</p>	<p>Signs will be placed in room to remind staff and children to wash hands</p>	Corrected 12/2023	
15	<p>251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information</p> <p>Description: Infant intake forms are not kept in the child's assigned classroom and the information is not known to the child care workers in the room.</p>	<p>Forms have been placed in folders with child's name on, and placed in correct rooms. Director has made a file with all information that is necessary in each room.</p>	Corrected 12/2023	
16	<p>251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: Staff are not updating the infant intake forms every 3 months based on discussion with the parent.</p>	<p>Forms are being updated. A reminder has been set for every 3 months to ensure forms are updated.</p>	Corrected 12/2024	

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17	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff E has not completed a minimum of 10 hours of training in infant and toddler development within 6 months after assuming the position.	Course work has been ordered & staff E is not working unsupervised until completed. Director has made a file that contains the necessary information all staff needs to be in compliance before allowed to work in classrooms.	8/2024	
18	251.09(1)(j) Infant & Toddler - Crib Mattresses & Coverings Description: Pack and play mattresses do not fit tightly, and there is a large gap between the end of the mattress and the side of the equipment, creating an entrapment hazard.	Pack and plays in question are all removed from room. New pack and plays have been purchased 1/10/2024. Staff has been instructed to routinely check all mattresses.	Completed 1/10/2024	
19	251.09(2)(bm) Infant & Toddler - Sleep Position Description: Per staff statements, Child A is placed to sleep in a swing rather than on their back in a pack and play or a crib. There is no physician's authorization on file for an alternate sleep position.	Child A is no longer placed in swing to sleep and is now sleeping in pack and play. Staff has been informed this is not acceptable and swings have been removed from room until an age appropriate child is enrolled and then will only be used for short periods of time.	Corrected 12/2023	

NAME - Agency Worker
Kelly Iverson

Date Issued
12/19/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jo Ann Wendels

Date Signed