

Date Correction Plan Due 6/3/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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.

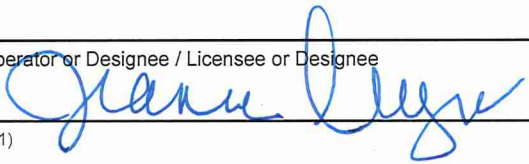
Name - Certified Operator / Licensed Center Family Forum Head Start Ctr 2		Provider Number / Facility ID Number 9000577839 / 007 - 520471		
Address - Facility (Street, City, State, Zip Code) 518 Grand Ave Superior WI 548801217		Telephone Number 715-392-9848	Date - Regulation Visit 5/13/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: The center self-reported that on 05.07.24 a 3 y/o child was out of sight and sound supervision for 5 minutes when they were left behind in the classroom after staff brought the rest of the children to the gym. The child was found in the classroom by a parent volunteer.</p> <p>Repeat violation: Previously cited on 1/10/2024</p>	<p>Children will be counted during all transitions including when staff are coming in and out from breaks.</p> <p>Add white board to the gym area for an added visual and number of children recognition.</p> <p>Count out loud throughout the day so the teaching team is aware of the number of children.</p> <p>Keep children in large group. Do not separate children when going outside or in gym area.</p> <p>Staff entering classroom and leaving the classroom must conduct a count to assure the number matches the white board.</p> <p>Center Manager will reinforce counting and give daily reminders to count and scan classrooms.</p>	<p>5/14/2024</p> <p>5/20/2024</p> <p>Daily 5/14/2024</p> <p>Ongoingly 5/14/2024</p> <p>Daily 5/14/2024</p> <p>Weekly 5/20/2024</p>	
2	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: On 05.07.24, the center's tracking procedures were not followed when staff failed to count the number of children prior to leaving the classroom and again when they arrived at the gym. This resulted in a child being unsupervised for 5 minutes.</p>	<p>Staff will review and sign the Active Supervision procedure and standards of conduct policy.</p> <p>Staff will meet as a teaching team with center manager and discuss strengths and concerns and necessary changes to ensure this does not happen again. Meeting minutes will be submitted by center manager.</p> <p>White board will be added to the gym for an added visual of support</p> <p>Staff will complete a sweep/scan of the room; count children; and position themselves in the front of line and behind the line. Counting will be done outloud and the attendance board will be used to place a name to face recognition.</p>	<p>5/7/2024</p> <p><del>5/10/2024</del></p> <p><b>5/14/2024</b></p> <p>5/20/2024</p> <p>during all transitions 5/10/2024</p>	

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NAME - Agency Worker  
Emily Johnson

Date Issued  
5/20/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

5.23.24