

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
6/1/2022

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, 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	
Wee Know School		0000564280 / 001 - 225226	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
3325 Hwy 83 Hartland WI 53029		262-367-0200	5/4/2022
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Staff E does not have entry level training as a child care teacher.	Lead teacher position has been assigned to another teacher with " Associates Degree". Staff "E" has completed Intro to the Child Care Profession - certificate from Registry Attached	Completed 5/16/22	
2 251.055(1)(a) Supervision Of Children Description: Sight and sound supervision was not provided when several children left the classroom to use the bathroom.	Teachers have been reminded that children must in sight and sound at all times. Topic addressed for all at May Staff meeting and Summer orientation meeting	5/14/22 Completed on date of visit + 5/16 meeting	

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3	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure Description: There are numerous gaps in the fence that are more than 4 inches.</p>	<p>Fencing Through woods will have 2" x 4" welded wire fencing mesh applied to entire area (4ft height), presently ordered lattice for gates & looking for permanent solution where erosion happened at bottom of chain link fence</p>	6-30-22	
4	<p>251.06(2)(a) Potential Source Of Harm On Premises Description: In several classrooms there are cords accessible to children which are a choking hazard. In the Blue Birds room there is a cord hanging from the ceiling (not attached to wall) accessible to children. Repeat violation: Previously cited on 4/22/2021</p>	<p>Cord in Bluebird room was raised and tied so completely out of reach. Cord in Chickadee room. Light table cord noted. Teachers moved light table against wall by outlet so cord was not accessible to children</p>	5-4-22	
5	<p>251.06(9)(d)1.b. Food Storage - Refrigeration Units Description: The refrigerator in the Blue Birds room is at 50 degrees. The refrigerator needs to be maintained at 40 degrees or below.</p>	<p>We replaced thermometer & monitored it and old thermometer for next week. Both showed 35°. Inspection too place just after snack where refrigerator was opened a number of times</p>	5-10-22	
6	<p>251.07(5)(a)6m. Record Of Parent-Provided Snacks Description: Snacks served to children are not being documented in every classroom. Repeat violation: Previously cited on 4/22/2021</p>	<p>Teachers in noted classrooms have been notified that this posting is required daily. Suggestion given to assign one teacher to complete this daily task for consistency</p>	5-6-22	

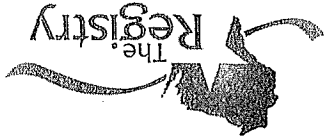
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7	251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: A child came to school with an injury to their face on 5/3/22. This injury is not documented in the medical log book.	Discussion a 5/16 staff meeting that this documentation must be recorded if observed at entry, not just if happened at school. Reasoning behind procedure also shared w/ staff so they know of it's importance.	5-16-22	
8	251.07(6)(dm)3.c Medical Log - Medication Administration Description: A child was given Tylenol which was not documented in the medical log book.	Staff reminded that even in emergency situation where time is of the essence, we must review + document procedures once emergency is over.	5-16-22	
9	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: A medication authorization form for a child in the Canary room does not have a started or end time documented on the form.	This involved Chickadee child. Replacement medication given to staff member and in error form was not reviewed. Staff member told to make sure form medication & med book all match info.	5-16-22	

NAME - Certification Worker / Licensing Specialist
Sara Cooney

Date Issued
5/18/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Sara Cooney

Date Signed
5-27-22



on behalf of the
Wisconsin Department of Children and Families
awards this certificate of completion to

Tina Carr

48.00 Hours

Introduction to the Child Care Profession
Work & Family Consulting, Inc.

This document confirms you have successfully completed this course.
Separate application is required for a Registry Professional Recognition certificate.

Date Completed: 7/10/2016
Retain original for DCF