

Date Correction Plan Due 9/13/2024	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)(l) 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 Kidstown Usa School-Age Program		Provider Number / Facility ID Number 9000557039 / 002 - 1003240		
Address - Facility (Street, City, State, Zip Code) 600 12Th St Mosinee Elementary School Mosinee WI 544551099		Telephone Number 715-470-1600	Date - Regulation Visit 8/5/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication Description: Parents were not immediately notified of head injuries. Several medical log book entries stated that parents were not notified until pick up time.	<i>Injuries seemed minor - No physical marks were showing. Went over policy with all staff on the importance of contacting parents immediately whether any physical marks are showing or not.</i>	<i>8-6-24</i>	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff C did not have record of a health report on file.	<i>Physical was completed and paid for. I was waiting for copy to place in file. I talked to staff and a copy was put in file.</i>	<i>8-6-24</i>	

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3	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff C, D, and G were not signed in on the daily attendance sheet when included in staff-to-child ratio.	Talked to all staff on the importance of signing on arrival of program and not waiting till end of day.	8-6-24	
4	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff D and G did not have a current child abuse and neglect certificate on file. Repeat violation: Previously cited on 11/17/2023	Talked to both staff on getting child abuse and neglect done, and making sure they stay current.	9-6-24	
5	251.055(1)(f) Child Tracking Procedure Description: Staff in group H/R1 did not adhere to the procedure to ensure the number, names, and whereabouts of children in care are known to assigned child care workers at all times. Staff stated they had 18 children when only 17 children were present in their group.	After talking to staff in that group. Their roster showed 17, but 1 extra child (a drop in) just came into the group. She didn't have time to add to the roster but knew she had 18 children, which she stated. I talked to all staff reminding them to update their rosters as soon as needed upon arrival and departure of children.	8-6-24	
6	251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: One prescription medication was not in the original container.	Medication was a sample from the child's doctor. All paperwork to administer medication was done and recorded properly. I talked to all staff and the parents of the child on the requirement that all medicine needs to be in original pres. container.	8-6-24	

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251.07(6)(j)6.
Cleaning & Protecting Superficial Wounds

Description: Per staff interview, superficial wounds are being cleaned with alcohol wipes.

No wounds are being cleaned with alcohol wipes. We do not even have alcohol wipes in our program. All staff wash superficial wounds with soap and water, then bandaid as they were trained. I talked to each staff on this policy.

8-6-24

NAME - Agency Worker

Heather Struck

Date Issued

8/29/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

9/11/24