

Date Correction Plan Due 6/12/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	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 Tomah Head Start Center		Provider Number / Facility ID Number 0000577800 / 004 - 520177	
Address - Facility (Street, City, State, Zip Code) 402 Pine St Tomah WI 54660		Telephone Number 608-785-2070	Date - Regulation Visit 5/10/2023
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	<p>251.04(6)(a)1. Child Record - Enrollment Information</p> <p>Description: The center was missing enrollment information for Child #6 such as person's authorized to pick up/drop off the child, emergency contact information and written consent from the parent for field trips. This information is required to be at the center on or before a child's first day of attendance.</p>	<p><i>Copy of Enrollment card, Health History + Emergency Care Plan was made for Center teacher's binder</i></p>	<p>6-5-23</p>
2	<p>251.04(6)(a)2. Child Record - Emergency Medical Consent</p> <p>Description: Documentation of written consent from the parent for medical care or treatment was not observed in the file for Child #6.</p>	<p><i>Copy of Enrollment card Health History + Emergency Care plan was made for Center teacher's binder</i></p>	<p>6-5-23</p>

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3	251.04(6)(a)6.e. Child Record - Health History - Medical Conditions Description: Health history information for the child such as an indication of any medical conditions was not observed in the file for Child #6.	Copy of Enrollment Card Health History and Emergency Care Plan was made for teacher's binder	6-5-23
4	251.04(6)(a)6.f. Child Record - Health History - Medical Condition Symptoms Description: Health history information for the child if the child has any medical conditions, what the symptoms or triggers are for the child care worker to watch for was not observed in the file for Child #6.	Copy of Enrollment Card Health History and Emergency Care Plan was made for teacher's binder	6-5-23
5	251.04(6)(a)6m. Child Record - Immunization History Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 was not observed in the file for Child #4.	Copy of Immunization Record dated 7/21/22 was made for child's classroom file.	6-5-23

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6	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center. Child #4 has been in care for more than 3 months and did not have a child health report on file.	Copy of Physical Exam form dated 1-24-23 was made for Child's classroom file.	6-5-23	
7	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: A heat register along the wall in one of the bathroom stalls is not in good repair. The whole register is full of rust and in need of repair.	Register being sanded and painted this week	6-9-23	
8	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: There was no documentation of a fire drill for November 2022. There was no documentation of tornado drills for September and October 2022 and April 2023. The center is required to keep written records of dates and times of all the required evacuation and emergency drills.	Beginning 2023 August First Wed of each month Fire & Tornado Drills will be completed & documentation completed date of drill and site Supervisor will verify by Third Thursday each month	implemented 8-16-2023	

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9	251.06(4)(jm)2. Fire Alarms & Smoke Detectors - Testing Description: There was no documentation showing that fire alarms and smoke detectors were tested for the 2022/2023 school year. All fire alarms and smoke detectors shall be tested monthly and a record kept of the test results.	Beginning Aug 2023 all Tomah staff will be trained on smoke & fire alarm requirements. We will review and practice testing & complete documentation. Verified by Third Thursday each month.	Aug 2023
10	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: The center did not have written medication administration authorization from the parent for an Epi-pen and liquid prescription medication that was in the med box.	Medication Administration Authorization was in Red "Medication Binder" in Classroom - next to locked medication box - signed by MD + Parent	6-5-23

NAME - Agency Worker
Jennifer Stubbe

Date Issued
5/26/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Kobyn W. Welford, Executive Director
DCF-F/CFS0294-E (R.06/2011)

Date Signed

June 8, 2023