

<b>Date Correction Plan Due</b> 11/29/2023	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 608-422-6765
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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.

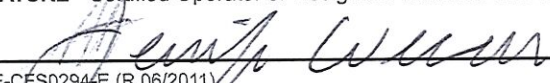
<b>Name - Certified Operator / Licensed Center</b> In His Hands Child Enrichment Ctr		<b>Provider Number / Facility ID Number</b> 2000565052 / 001 - 120846		
<b>Address - Facility (Street, City, State, Zip Code)</b> 315 S Madison St Waupun WI 53963		<b>Telephone Number</b> 920-324-3321	<b>Date - Regulation Visit</b> 11/14/2023	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: A staff record with personal information including education, position, previous work experience, and emergency contact information was not recorded when Staff A's files did not include a staff record.	Staff record was filled out and completed on 11-16-23	11-16-23	

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2 251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: Staff A did not a staff record of a completed background check when the director reported that she started working at the center in 2022.  A volunteer who has regular contact with children and is not counted in staff to child ratio did not have a record of a completed background check when the director reported that she had not completed a background check on the volunteer.  Repeat violation: Previously cited on 12/15/2021	Background checks were completed and emailed to Kim.	11-14-23	
3 251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: A report on a physical examination indicating that a person is free from illnesses detrimental to children was not completed 30 days after a person was hired when staff A was hired in 2022 and did not have a printout or electronic record of having completed a physical examination.  Repeat violation: Previously cited on 11/17/2022	employee dropped CFF the form at her doctors office to fill out.	11-21-23	
4 251.05(2)(a)7. <b>Staff Record - Continuing Education</b>  Description: Staff B did not have a record of continuing education for 2022.  Repeat violation: Previously cited on 11/17/2022	Continued Education Completed.	11-18-23	

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5 251.05(3)(j)1. <b>Volunteers, Student Teachers - Orientation</b>  Description: The volunteer did not receive an orientation when there was no documentation of her receiving an orientation.	Orientation is scheduled for 11-21-23 at noon.	11-21-23	
6 251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: The center did not develop and implement a written orientation program for the new employees which is to be completed their first week at the center when there was no record of an orientation program being implemented, and the director reported that she did not have a written orientation program.	Orientation is scheduled for 11-21-23 at noon.	11-21-23	
7 251.06(11)(b)7. <b>Outdoor Play Space - Enclosure</b>  Description: The permanent enclosure on the playground had an opening greater than 4 inches when there was a 5-inch gap between the permanent enclosure and the gate, which is considered an entrapment.	Our Head Trustee fixed the gap on 11-14-23. It is now at 4".	11-14-23	

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8 251.06(2)(f) <b>Telephones &amp; Emergency Phone Numbers</b>  Description: The center did not have a list of emergency numbers in a location known to all providers when the licensing specialists requested to see the list of emergency telephone numbers and the director was unable to locate the list.	We now have the emergency cards.	11-14-23	
9 251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b>  Description: Eating surfaces are not being washed and sanitized before and after each use when the director reported washing the tables but not sanitizing the tables before and after each use.	Disinfecting the tables after snack time has been implemented.	11-14-23	
10 251.07(6)(dm)2. <b>Medical Log - Pages &amp; Entries</b>  Description: Pages were removed from the medical log when the first page in the book was numbered 5 and there were pieces of torn and removed pages in the binding.	<del>How</del> A new medical log was purchased and numbered. 11-14-23	11-16-23	

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11	251.07(6)(g)5. Use Of Universal Precautions  Description: Staff are not following universal precautions when a teacher reported not wearing gloves, not washing their hands, and not using disinfectant when assisting a child with a bloody nose.	employee was Confused And thought She was being Asked how to Stop the nose bleed. She knows where the gloves are and knows to wash her hands afterwards. It was  discussed with her on what to do, in case she wasn't sure.	11-14-23

NAME - Agency Worker Kimberly Liebhart	Date Issued 11/15/2023
SIGNATURE - Certified Operator or Designee / Licensee or Designee 	Date Signed 11-22-23