

<b>Date Correction Plan Due</b> 8/14/2024	<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>		<b>Provider Number / Facility ID Number</b>		
Swcap Richland Center Head Start		1000577931 / 022 - 1010633		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
586 N Main St Richland Ctr WI 535811723		608-553-1537	7/30/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.07(2)(e)1. <b>Prohibited Actions - Corporal Punishment</b>  Description: Based on staff interviews, a staff member engaged in prohibited actions when she lightly smacked children on the backs of their hands.  This incident was self-reported by the center. The staff member is no longer employed at the center.	All program staff will be retrained on: --Head Start Standards of Conduct, including prohibited actions. --Positive Guidance Policy --Child Abuse & Neglect mandated reporter  Mental Health Consultants (MHC) will observe classroom practices in the infant/toddler classrooms. MHC will build staff capacity to implement positive guidance and provide suggestions and resources to teaching staff.	08/22/2024          09/30/2024	

Head Start management will conduct onsite classroom observations to monitor and build staff capacity to create a positive environment.

09/30/2024

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2	<p>251.07(2)(e)4. <b>Prohibited Actions - Withholding / Forcing Food Or Sleep</b></p> <p>Description: Based on staff interviews, a staff member engaged in prohibited actions when she insisted that children take additional bites of food even when the children resisted eating. In addition, the same staff member took plates of food away from children if they weren't eating.</p> <p>These incidents were self-reported by the center. The staff member is no longer employed at the center.</p>	<p>All program staff will be retrained on: --Head Start Standards of Conduct, including prohibited actions, such as withholding food or using food as reward/punishment --Nutrition training, including: *Picky Eaters *Positive Food &amp; Eating Environments</p> <p>Head Start management will conduct onsite mealtime observations to monitor and build staff capacity to create health eating environments.</p>	<p>08/22/2024</p> <p>09/30/2024</p>	
3	<p>251.07(2)(e)5. <b>Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions</b></p> <p>Description: According to staff interviews, a staff member engaged in prohibited actions when she raised her voice frequently and used a harsh tone with children. In addition, the same staff member withheld large motor activities from the children if they were not listening.</p> <p>These incidents were self-reported by the center. The staff member is no longer employed at the center.</p>	<p>All program staff will be retrained on: --Head Start Standards of Conduct, including prohibited actions, such as withholding large motor activities --Positive Guidance Policy</p> <p>Mental Health Consultants (MHC) will observe classroom practices in the infant/toddler classrooms. MHC will build staff capacity to implement positive guidance and provide suggestions and resources to teaching staff.</p> <p>Head Start management will conduct onsite classroom observations to monitor and build staff capacity to create a positive environment.</p>	<p>08/22/2024</p> <p>09/30/2024</p> <p>09/30/2024</p>	

**NAME - Agency Worker**  
Casey Allison

Date Issued  
7/31/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

Date Signed

*Genoa Hertrampf*

8/14/2024