

<b>Date Correction Plan Due</b> 11/4/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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)(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> Child Care Centers Of Marshfield li		<b>Provider Number / Facility ID Number</b> 0000558100 / 005 - 1011597		
<b>Address - Facility (Street, City, State, Zip Code)</b> 905 Tiny Tigers Ct Marshfield WI 544493069		<b>Telephone Number</b> 715-389-1721	<b>Date - Regulation Visit</b> 10/8/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.055(1)(a) <b>Supervision Of Children</b>  Description: A 2-year-old child was left unsupervised on the playground when the rest of the group transitioned inside of the center.	Staff will conduct name to face head counts during all transitions.	10/29/24	
2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: Staff failed to adhere to the center's child tracking procedure when they did not conduct name-to-face tracking of children in their care during a transition from outside to the classroom, resulting in a 2-year-old child being left outside.	All Staff will be trained one on one on the Child Tracking Policy (Included). It is now on it's own piece of paper, which	10/29/24	

Staff will acknowledge and sign off on.

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<b>Noncompliance Statement</b>			

**NAME - Agency Worker**  
Tiisha Harrell

**Date Issued**  
10/21/2024

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

*Sarah Hankem*

**Date Signed**  
10/29/24



## Child Care Centers of Marshfield, Inc.

803 N. Peach Avenue/905 Tiny Tigers Court

Marshfield, WI 54449

(715) 384-4854/(715) 389-1721  
Administrator

Sarah Franklin,

# Child Tracking Policy

To ensure that all children are signed in and accounted for, staff should follow the tracking policy outlined below:

When staff enter a classroom to work, they should be signing in and out on the header sheet for that classroom. If it is the beginning or end of the day, staff may need to sign in or out on multiple header sheets in situations where there are multiple classrooms combined at opening and closing. When leaving for breaks, staff should also sign out and back in. (Bathroom breaks and leaving the classroom for less than 3 minutes, do not require staff to sign out and back in).

When a child arrives at the center, the child will be signed in to the minute on the attendance sheets for their classroom. Then the child's name and age should be recorded on the header sheet for that classroom. The classroom attendance sheets, header sheet and a physical head count of all children in the classroom, should all be the same number.

When transitioning from the classroom or playground, teachers should verify the attendance sheets, header sheet and then conduct a name to face head count. For example, if a classroom has 10 children, that means 10 children signed in, 10 children listed on the header sheet, and staff will conduct a name to face count of all 10 children. Name to face means the teacher will start at the top of the header page, call out the first name on the list and physically see the child. When all children are accounted for, the staff and children can then leave the classroom or playground.

While in the classroom or on the playground, it is important to conduct head counts often!

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Staff Signature

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Date