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DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family Assessment Programs

STATE OF WISCONSIN

Date Correction Plan Due 10/11/2019	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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 202.085, DCF 250.04(2)(i) and (3)(d), DCF 261.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(h). 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 Our Saviors Kids Early Lrng Ctr		Provider Number / Facility ID Number 1000671981 / 001 - 1002903		
Address - Facility (Street, City, State, Zip Code) 1120 Draper St Baraboo WI 53913		Telephone Number 608-355-0852	Date - Regulation Visit 9/4/2019	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(a)2. Observation - Injury Or Evidence Of injury Description: An injury received by a child out of center care was not recorded in the log book and reported to the person in charge.	Staff was informed that all injuries are to be documented and reported to the office.	10/3/19	
2	251.07(6)(f)1.c. Medication Administration - Documenting In Log Book Description: A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, was not made in the center medical log book on the same day that the medication was administered when a teacher administered medication to a child and did not document the record in the medical log book.	Staff was informed that all medications that are given needs to be documented in to the log book	10/3/19	

Name - Certified Operator / Licensed Center Our Saviors Kids Early Lrng Ctr		Provider Number / Facility ID Number 1000571981 / 001 - 1002903	
Address - Facility (Street, City, State, Zip Code) 1120 Draper St Baraboo WI 53913		Telephone Number 608-555-0852	Date - Regulation Visit 9/4/2019
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.07(6)(9) Medication Administration - As Labeled & Authorized Description: Medication for a child in care was not administered by the center as directed on the label when a child under two years was administered medication intended for children two years and older.	Staff was informed that we need to follow the labels on medication boxes	10/3/19	

NAME - Certification Worker / Licensing Specialist Nicole Schneider	Date Issued 9/27/2019
SIGNATURE - Certified Operator or Designee / Licenses or Designee <i>Brenda Hultz</i>	Date Signed