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| <b>Date Correction Plan Due</b><br>7/16/2024 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | <b>TO FILE A COMPLAINT CALL</b><br>715-361-7700 |
|--|--|---|

**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.

**REVIEWED**  
*By labrasjgnx at 10:48 am, Jul 17, 2024*

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|---|---|--|---|--------------------------|
| <b>Name - Certified Operator / Licensed Center</b><br>Building Blocks Learning Center               |   | <b>Provider Number / Facility ID Number</b><br>3000566163 / 002 - 1008791                      |   |                          |
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>2210 Baker St Wisc Rapids WI 544943158 |   | <b>Telephone Number</b><br>715-424-2252  | <b>Date - Regulation Visit</b><br>6/20/2024 |                          |
|   | <b>Rule/Statute Number</b><br><b>Noncompliance Statement</b>  | <b>Correction Plan</b>   | <b>Expected Completion Date</b>             | <b>Verification Date</b> |
| 1   | 251.04(2)(L)2.<br><b>Items Posted - Visible To Parents</b><br><br>Description: The current statement on non-compliance was posted behind the license and not visible to parents.            | The current statement of non-compliance was immediately moved back to be visible to parents.   | 6/20/2024                                   |                          |
| 2   | 251.04(2)(n)<br><b>Background Check Request Form</b><br><br>Description: A Background Check Request form was not submitted to the department by the next business day for the new licensee. | The background check request was made the day after the regulation visit and is now completed. | 6/27/2024                                   |                          |

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| 2210 Baker St Wisc Rapids WI 544943158             |   | 715-424-2252  | 6/20/2024                   |                      |
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| 3  | 251.04(6)(a)6.<br><b>Child Record - Health History</b><br><br>Description: Documentation of health history was not on file for Child 1.<br><br>Repeat violation: Previously cited on 8/10/2023  | The documentation was re-requested of the parent and will be added to Child 1's file.   | 7/21/2024                   |                      |
| 4  | 251.05(2)(a)2.<br><b>Staff Record - Completed Background Check</b><br><br>Description: Staff K and Staff M were working in classrooms prior to completing a DCF approved background check and receiving eligibility.<br><br>Repeat violation: Previously cited on 8/10/2023 | Background check requests were submitted on 6/21/2024 and both Staff K and Staff M passed their background checks and are currently eligible for employment.  | 6/25/2024                   |                      |
| 5  | 251.05(2)(a)3.a.<br><b>Staff Record - Physical Examination</b><br><br>Description: Staff E and Staff H do not have documentation of completed physical examination on file.   | Staff E and Staff H were provided new physical examination forms for their primary doctor to complete and will be added to their personnel file.  | 7/26/2024                   |                      |
| 6  | 251.05(2)(a)6.<br><b>Staff Record - Days &amp; Hours Worked</b><br><br>Description: Per review of attendance records, several staff did not sign-in to classrooms.<br><br>Repeat violation: Previously cited on 5/31/2023   | All staff have been reminded and retrained on the importance of signing in and out of the room daily. Administration has also been doing daily checks and will continue sporadic checks throughout the year to assure continued compliance. | 7/5/2024                    |                      |

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| 7  | 251.05(2)(a)7.<br><b>Staff Record - Continuing Education</b><br><br>Description: Documentation of compliance with continuing education requirements for all reviewed staff files was not available during the monitoring visit. | Continuing education files were located in a separate binder and not in the staff files. The binder has been relocated to be easily accessible and near the staff files.                 | 7/26/2024                            |                      |
| 8  | 251.05(2)(a)8.<br><b>Staff Record - Orientation</b><br><br>Description: Documentation of completed orientation was not on file for Staff B, G, H, and K.  | The orientation sheets for Staff B, G, H, and K were updated to reflect the current status of their orientation training. Documentation will be placed in the appropriate staff files.   | 7/26/2024                            |                      |
| 9  | 251.05(3)(b)<br><b>Abusive Head Trauma Prevention Training</b><br><br>Description: Staff K does not have documentation of training on preventing shaken baby syndrome.  | Staff K will get their training up to date and documentation on file.  | 7/26/2024                            |                      |
| 10   | 251.05(3)(c)<br><b>Cardiopulmonary Resuscitation Training</b><br><br>Description: Staff D, E, F, L, J and Staff K do not have documentation of current CPR training.  | Staff D, E, F, J and K are in the process of updating their certification and will get documentation on file. Staff L completed training and printed documentation to add to their file. | 8/1/2024                             |                      |

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| 11   | 251.05(3)(cm)<br><b>Child Abuse &amp; Neglect - Biennial Training</b><br><br>Description: Documentation of current training on child abuse and neglect reporting requirements was not on file for Staff A, C, D, F, G, H, I, J and K.  | Staff A, C, D, F, G, H, I, J and K were updated to reflect current training and compliance with reporting. Documentation will be placed in staff files.   | 8/15/2024                            |                      |
| 12   | 251.05(3)(g)1.<br><b>Assistant Child Care Teacher - Supervision</b><br><br>Description: Per observation, an assistant child care teacher was left alone in a classroom with a child without being under the supervision of a child care teacher.   | The assistant teacher updated documentation of training and education so that she can be alone while supervising the children. Until documentation is complete the teacher will be with a supervising teacher when with the children. | 8/15/2024                            |                      |
| 13   | 251.055(1)(f)<br><b>Child Tracking Procedure</b><br><br>Description: The School Age II classroom did not have a child signed in on their tracking sheet while in the outdoor play space and a child was signed in on their tracking sheet but was not with the group and was in the classroom. | Staff was reminded to keep the tracking sheets up to date and count the children frequently to assure the sheets are always accurate.   | 6/21/2024                            |                      |

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| 14   | 251.06(3)(b)4.<br><b>Emergencies - Record Of Fire / Tornado Drills</b><br><br>Description: Documentation of fire and tornado drills practice was not available for review.<br><br>Repeat violation: Previously cited on 8/10/2023                               | Documentation was updated and is displayed in a new location near front office for the ease of review.  | 6/20/2024                            |                      |
| 15   | 251.06(4)(jm)2.<br><b>Fire Alarms &amp; Smoke Detectors - Testing</b><br><br>Description: Documentation that fire detectors and alarm systems have been tested was not available for review.  | Documentation was updated and placed up in a new location in the front office for easy viewing.   | 6/20/2024                            |                      |
| 16   | 251.07(6)(f)6.<br><b>Current Authorizations For Medications On Premises</b><br><br>Description: In the Infant II classroom, there was an epipen for use by a child in care without parent authorization.<br><br>Repeat violation: Previously cited on 12/8/2023 | Parent was contacted to sign the form the same day as the regulation visit. Teachers were reminded of the importance of ensuring that all paperwork is completed, signed and dated. | 6/20/2024                            |                      |
| 17   | 251.09(1)(c)<br><b>Infant &amp; Toddler - Documenting Changes In Development</b><br><br>Description: Several intake under 2 forms were not updated with changes in children's development.<br><br>Repeat violation: Previously cited on 5/31/2023               | Lead teacher was retrained on the importance of intake forms being completed in a timely manner. All forms are now updated and on file.   | 6/27/2024                            |                      |

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| 18  | 251.09(1)(L)<br><b>Infant &amp; Toddler - Soft Materials In Cribs</b><br><br>Description: A sound machine was hanging from the side of a crib where a child under the age of one was sleeping. | The sound machine was immediately removed from the room and all infant teachers were reminded of safety rules for cribs. | 6/20/2024   |

**NAME** - Agency Worker  
Tiisha Harrell

Date Issued  
7/2/2024

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

Date Signed