

Date Correction Plan Due 8/24/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Building Blocks Learning Center		Provider Number / Facility ID Number 3000566163 / 002 - 1008791		
Address - Facility (Street, City, State, Zip Code) 2210 Baker St Wisc Rapids WI 544943158		Telephone Number 715-424-2252	Date - Regulation Visit 5/31/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) Current, Accurate Information Description: On 05/31/2023, the Department requested attendance records for the Infant classroom for May 2023. Upon initial review of the records, it was identified that several staff did not sign out of the classroom. Staff A made copies of the records and when they were returned to the Department, all staff sign-out times were filled in.	Staff A - used the Schedule to fill in blanks. After further discussion the Licensure made clarification we are to NOT fill in blanks.	Immediate - 6/5/2023	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Based on initial review of attendance records, several staff did not sign out of the Infant classroom.	A Reminder was posted to have every staff complete daily sign in- sign out times and help promote this daily requirement	Immediate - 6/5/2023	

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3	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: In the 2 year old classroom during lunchtime, one staff left the room for approximately 5 minutes, leaving one staff alone with 12 children.	STAFF MEETING REVIEW (Sept 2023) Director Posted a reminder to use time prior to shift wisely, and upon punching in ratio is a must at all times. (office is used for replacement staff)	6/5/2023 Immediate conversation
4	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Medical log books had not been reviewed in the last six months.	All Medical log books were revisited and dated along with (December 2023) set as Follow Up Review.	6/5/2023 Review Rule at Sept. Meeting
5	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: In the 3 year old room, there were bottles of children's acetaminophen and children's ibuprofen that did not have current authorizations. Staff stated that the parents will complete a new authorization when the medication is needed.	Any Medication with no current Authorization was sent home.	6/5/2023 Review at Sept. Meeting
6	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Several Intake Under 2 forms were not updated with changes in children's development.	We revisited policy of paperwork / Files / Update information, in All Classrooms. Every 3 month review is mandatory	Immediate conversation - Memo 6/5/2023