Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/5/2023		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.

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Building Blocks Learning Center	3000566163 / 002 - 1008791

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
2210 Baker St Wisc Rapids WI 544943158	715-424-2252	8/10/2023

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(h)6. **Policy Submitted & Implemented - Education** Description: Staff did not implement the center's education policy when they became aware of special care needs for Child 1.	#(2.) Step Check (Policy Add) S.A. STAFF and Director modified the plan for Summer paperwork to be cross referenced in regards to any additional needs for any child. All Paperwork to office (copies)	9/24/23 Completed	
2	251.04(6)(a)5. **Child Record - Alternate Arrival / Release Agreement** Description: There was no alternate arrival/release agreement on file for Child 1 to be released to staff from an outside agency.	Written letter from parent was found with details and dates. Upon clarification We will Always use the Alternate arrival/release form. Completed on Child 1 immediate	8/12/23 Completed	

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Building Blocks Learning Center		3000566163 / 002 - 1006791	
Address - Facility (Street, City, State, Zip Code) 2210 Baker St Wisc Rapids WI 544943158	**Telephone Number** 715-424-2252	**Date - Regulation Visit** 8/10/2023	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.04(7)(a) **Disclosure Of Personal Information** Description: Staff B shared child-specific information with children in the classroom, regarding an incident that took place outside the classroom.	Although staff B didn't intend to disclose too much information, it was clarified we need to KNOW and honor confidentiality with and for ALL children.	immediate 9/23/23 Completed	
4	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: The licensee failed to submit a caregiver background check request form and obtain a caregiver background check prior to Staff A working at the center.	Licensee modified the work structure as to Not have Staff A in the Building as intention was very part time book work/office.	9/23/23 Completed	
5	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: Per staff statement, fire and tornado drills have not been practiced monthly.	Monthly Practicing of Fire, tornado drills were reinstated. First Practice was 9/24/23	9/24/23 Completed	
6	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: Documentation of fire/tornado drills was not available for review.	Documentation of Fire/tornado drills were posted and copies saved for review. Original was found (1) 8/11/2023	9/23/23 Completed	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.07(1)(d) **Daily Routines** Description: Children in the school-age classroom were observed waiting as a group for 2 children to finish snack before beginning the next activity. Staff were not engaging the children and the children were not involved in any activities while waiting.	Director and staff revisited the need for transition to next activity to be timely with -0- to very limited wait time.	9/24/23 Completed	
8	251.07(2)(c)5. **Time Out - Not Removed From Classroom** Description: On 08/01/2023, Staff B removed Child 1 from the classroom in a punitive manner as a consequence for behavioral concerns.	Director and Staff discussed and modified the plan for child 1 who had previously worked out a "safe, quiet space" for down time. The classroom modified this internally.	9/26/23 Completed	
9	251.07(2)(e)5. **Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions** Description: On 08/01/23, Staff B took Child 1's blanket away, and did not allow the child to take the blanket as a comfort item when removing the child from the classroom.	Upon discussion involving Child 1 and learning about behavior modification needs, Staff B and additional staff in S.A. Room see alternative ways of working with child A. We also have decided additional Training's with an E.C. Special needs trainer would be benificial. Plan: Spring 2024.	3/24	

NAME - Agency Worker
Kelly Iverson

Date Issued
9/21/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jennifer S. Hanger

Date Signed
10-3-2023