

Date Correction Plan Due 4/3/2023	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 202.065, 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 Hickory Hill Academy		Provider Number / Facility ID Number 6000559616 / 001 - 120775	
Address - Facility (Street, City, State, Zip Code) 3276 S High Point Rd Madison WI 53719		Telephone Number 608-845-3245	Date - Regulation Visit 11/21/2022
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	<p>251.04(3)(i) Report - Unknown Whereabouts Or Left Premise</p> <p>Description: The licensee did not report two instances in which a child's whereabouts were unknown. On 6/29/22 a child's whereabouts were unknown for 30 seconds to 10 minutes, and a child's whereabouts were unknown during a fire drill in July 2022.</p>	<p>The administrative team was reminded about the licensing rules regarding reporting requirements. In particular, what must be reported to the Dept.</p>	<p>2/1/2023 + again on 4/4/2023</p>
			Verification Date 2/2/2023

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2	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Staff failed to guide children's behaviors on 6/29/22 when a staff person walked a group of children through an unfenced area of the outdoor premises close to a parking lot and a young child did not stay with the group. The child was discovered unsupervised under 10 minutes later by another staff person. During a fire drill in July 2022, a child was left unsupervised inside the building when the group went outside to practice the drill.</p> <p>Repeat violation: Previously cited on 2/3/2021</p>	<p>1. We updated our orientation & training materials regarding supervision & tracking of children in February 2023</p> <p>2. At our Feb. 16 staff meeting, we reviewed the new info above & did a retraining on supervision & tracking using the Name to Face Method.</p>	<p>Feb. 15, 2023</p>
3	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center did not adhere to a procedure to ensure the number and whereabouts of children in their care are known to assigned child care workers at all times when, on 6/29/22 a staff person walked a group of children through an unfenced area outside and did not realize for several minutes that a young child had left the group. Staff failed to use their tracking procedure during a fire drill in July 2022 when a child was left inside the building during the drill.</p>	<p>3. We have contacted 4-C to arrange a dept. approved training for all staff on supervision & tracking of children.</p>	<p>Tentatively by 4/1/23 (pending confirmation) or before 5/31/23</p>

NAME - Agency Worker
Amy Anderson

Date Issued
3/20/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Jessie H. Ireland

4/3/23