

<b>Date Correction Plan Due</b> 2/26/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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.

<b>Name - Certified Operator / Licensed Center</b> Ripon Children's Learning Ctr Inc		<b>Provider Number / Facility ID Number</b> 8000558508 / 001 - 420176		
<b>Address - Facility (Street, City, State, Zip Code)</b> 400 W Oshkosh St Ripon WI 54971		<b>Telephone Number</b> 920-748-9500	<b>Date - Regulation Visit</b> 2/6/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(4)(a)2.d. <b>Parent Notification - Child's Whereabouts Unknown</b>  Description: On January 30, 2024, a 1.5-year-old child's whereabouts were unknown to two child care workers for approximately 17 minutes and the parents were not notified until the next day.	<i>Parents will be notified immediately of any incidences where children are left unattended. Staff will be made aware of policy at staff meeting</i>	3/11/24	
2	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Based upon investigation, on January 30, 2024, there were 8 children present in the toddler classroom; however, only 6 children were signed into the room on the attendance record.	<i>Staff will sign children into their room on the sign in/out sheet as soon as they join their room. Staff will be made aware of new changes at staff meeting.</i>	3/11/24	

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3	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: Based upon the center's self-report on January 30, 2024, two child care workers failed to supervise a 1.5-year-old child, who was in the classroom behind a closed door, for 17 minutes while the rest of the group was in the indoor play area. During that time the child was playing in the toilet and sink. The workers did not realize the child was missing until they heard knocking on the inside of the door.</p> <p>Repeat violation: Previously cited on 10/17/2023, 5/23/2022</p>	<p>All BCLC Staff will take a class on child supervision and tracking + will always count the number of children in their care.</p>	6/1/24	
4	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: Based upon the center's self-report and Department's investigation, on January 30, 2024 two child care workers in the toddler room failed to implement and adhere to the center's child tracking procedure when they did not continuously count the number of children in their care. This resulted in a 1.5-year-old child being left alone in the toddler classroom for 17 minutes.</p> <p>Repeat violation: Previously cited on 10/17/2023, 5/23/2022</p>	<p>All BCLC Staff will take a class on child tracking procedures. Staff will go over current procedures and use name to face tracking to count children</p>	6/1/24	
5	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Based upon investigation, on January 30, 2024 the minimum staff-to-child ratio in the 1-year-old room was exceeded when one child care worker was left alone in the space outside the 1-year-old room with at least five children under the age of 2 years, while the second child care worker changed diapers in the classroom.</p>	<p>Staff will take all children into their classroom for diapering unless ratios can be maintained with one teacher. Staff will be made aware of this change by the next staff meeting</p>	3/1/24	

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<b>Noncompliance Statement</b>			

**NAME - Agency Worker**  
Jamie Brandt

**Date Issued**  
2/12/2024

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

*Jill Bell*

**Date Signed**

*2/19/2024*