

Date Correction Plan Due 6/26/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Advocap Inc.-Ripon		Provider Number / Facility ID Number 2000577932 / 009 - 2006596		
Address - Facility (Street, City, State, Zip Code) 400 W Oshkosh St Ripon WI 549711067		Telephone Number 920-960-1425	Date - Regulation Visit 5/23/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.d. Parent Notification - Child's Whereabouts Unknown Description: Based upon investigation, a 4-year-old child's whereabouts were unknown for approximately 6 minutes on May 13, 2024 and the child's parent was not notified until the morning of May 14, 2024.	ON 5-17-24, a department meeting was held to re-train all ADVOCAP Head Start staff on what incidents needed to be reported immediately to parents. The reporting procedure was updated to ensure that all circumstances discussed in 251.04(4)(a)2d are reported immediately to management and to parents. In this circumstance, the parent was monolingual (Spanish) and this presented a barrier for immediate reporting. We trained staff on how to access Google translate to assist them in immediately reporting to families when a translator cannot be reached. COMS will monitor the child supervision process daily to ensure compliant implementation.	5-17-24.	
2	251.055(1)(a) Supervision Of Children Description: Based upon the center's self-report, on May 13, 2024, child care workers were not supervising a 4-year-old child when the child was left outside for approximately 6 minutes while the rest of the class returned to the classroom.	ON 5-14-24, the staff member responsible for the implementation of child supervision policies in the classroom was terminated. The staff member delayed reporting this situation to her supervisor which impacted program response in a timely manner. The other 2 staff in the classroom at the time of the incident were issued a written reprimand for failure to ensure compliant child supervision. Staff reported failing to use the Face-to-Name process they were trained on. On May 17, 2024, all HS department staff were re-trained on ADVOCAP child supervision policies and all staff re-signed a Letter of Understanding which outlines responsibilities for child health and safety including the face-to-name process. COMS will monitor the child supervision process daily to ensure compliant implementation.	5-30-24	

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3	251.055(1)(f) Child Tracking Procedure Description: Based upon the center's self-report, on May 13, 2024, three child care workers failed to implement the center's child tracking procedure of conducting name-to-face and counting the children during a transition into the classroom from outside, resulting in a 4-year-old child being left alone outside for approximately 6 minutes.	ON 5-14-24, the staff member responsible for the implementation of child supervision policies in the classroom was terminated. The staff member delayed reporting this situation to her supervisor which impacted program response in a timely manner. The other 2 staff in the classroom at the time of the incident were issued a written reprimand for failure to ensure compliant child supervision. Staff reported failing to use the Face-to-Name process used by ADVOCAP Head Start. On May 17, 2024, all HS department staff were re-trained on ADVOCAP child supervision policies and all staff re-signed a Letter of Understanding which outlines responsibilities for child health and safety including the face-to-name process. COMS will monitor the face-to-name sheets and process daily to ensure compliant implementation.	05/17/2024	
4	251.07(6)(i)1. Washing Child's Hands & Face Description: Based upon observation, on May 13, 2024 a 4-year-old child did not wash their hands after coming in from outside and prior to taking snack out of a bowl. On May 23, 2024, another child who was eating lunch, used the restroom and did not wash their hands prior to returning to the lunch table and was observed sucking their thumb.	As our program is closed for the summer, a child health and safety training will be delivered to all department staff during the week of 2024 Pre-service (August 26-30, 2024). Staff will be trained on handwashing practices and given posters to place inside the classroom as reminders. COMs and the Health and Disability Manager will monitor to ensure that classroom staff are directing children to wash hands as often as is necessary.	8-30-2024	

NAME - Agency Worker
Jamie Brandt

Date Issued
6/12/2024

6-13-24

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed