

Date Correction Plan Due 11/30/2022	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 Little Scholars Beginnings Llc		Provider Number / Facility ID Number 1000585061 / 001 - 1014742		
Address - Facility (Street, City, State, Zip Code) 3209 Business Park Dr Stevens Point WI 544828837		Telephone Number 715-344-4330	Date - Regulation Visit 11/4/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff D, whose start date was 09/16/2022, has regularly worked at the center as a caregiver without a completed DCF background check. Repeat violation: Previously cited on 12/14/2021	Staff D immediately completed it and all new staff will schedule a appointment to go on their 1st day to complete it prior to being scheduled in the classrooms.	11/5/22	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Documentation of a health examination was not on file for Staff A. Repeat violation: Previously cited on 12/14/2021	It was done but the form was not put in her file. We will place forms immediately into the file instead of on our desk.	11/5/22	

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3	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not accurately recording their hours worked in a classroom. Repeat violation: Previously cited on 12/14/2021	Staff were all told the importance of signing in properly. Admin. is doing checks to ensure it's being followed.	11/20/22	
4	251.05(3)(b) Shaken Baby Syndrome Prevention Training Description: Documentation of AHT training was not on file for Staff A and Staff C.	Training was done but the certificate was not printed. As a plan we will print it as soon as training is complete and put it directly in the file.	11/5/22	
5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Documentation of CPR training was not on file for Staff B and Staff C. Repeat violation: Previously cited on 12/14/2021	The CPR was completed but the certificates went to staff instead of to Admin. I will request at the next training in January that Admin. gets at least a copy of the certificates.	11/5/22	
6	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Staff E, who is not qualified as a teacher, worked alone on a regular basis in the Blueberry Room. Repeat violation: Previously cited on 12/14/2021	Since we can file them instead of having to get from 30+ different teachers. Another teacher was placed in a classroom to prep w/ another teacher and Admin. had to fill in for her until she completed her class and that is the future plan if another teacher fails to turn in their PAPERWORK.	11/5/22	

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7	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Based on review of attendance records and conversations with staff, staff in Infant A and Infant B are regularly left alone with more than four children in the afternoons including on 10/03/22-10/06/22, 10/10/22, 10/13/22, 10/18/22, and 10/19/22. On 10/03/2022, one staff was alone with more than four infants from 8:00am-5:00pm in Infant B.	<i>n/r this was due to the "State wide Staffing Shortage" We were able to get proper coverage, however in the future we will have to end children's enrollment or close the class room if it should happen again</i>	<i>11/5/22</i>	
8	251.055(2)(e) Mixed Age Group Of Children Over Age 2 - Group Size Description: Based on review of attendance records and conversations with staff, the Olive and Blueberry Room are combined in the morning from 6:30-8:00a and 2:00-6:00pm with approximately 12-17 children in care to one staff. The mixed age total regularly requires more than one staff.	<i>n/r this was due to the "STATE WIDE STAFFING SHORTAGE" We were able to staff properly to immediately fix the issue. However, if the future we will have to end children's enrollment or close the classroom if it happens again.</i>	<i>11/5/22</i>	
9	251.07(3)(a)1. Indoor Equipment - Developmental Level, Size Description: Children from the Olive Room, ages 2-3 years old, were playing on the indoor climbing equipment which is rated for children 3 years to 11 years.	<i>All staff were retrained and I posted a larger sign so everyone can easily see it for children ages 3 and up.</i>	<i>11/4/22</i>	

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10	251.08(4)(c)1. Driver Record - Obtain & Review Description: Documentation of a driving record was not on file for Staff C, who is designated as one of the drivers for regular transport to and from the center to school.	Admin. has set a reminder 12/12/22 to re-run driver's checks annually to ensure all drivers are current.	
11	251.08(5)(a)3. Vehicle Requirements - Safe Condition Description: One of the center owned vehicles requires a battery jumpstart before the vehicle is able to be driven.	We immediately stopped using that vehicle as it is no longer needed. Card will not be used again.	11/4/22
12	251.08(5)(b) Vehicle Inspection Report Description: An updated vehicle inspection report was not on file for either of the center owned vehicles.	Admin. has set a reminder to do annual checks 12/30/22 and will store it on the bus. Both buses will be done at the same time to ensure they both get done.	

NAME - Agency Worker
Dezarae Wierzba, Kimberly Gachnang

Date Issued
11/16/2022

SIGNATURE - Agency Worker

Kimberly Gachnang

Date Signed

12/12/2022