

Date Correction Plan Due 7/8/2022	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 Pacelli Catholic Early Childhood Center		Provider Number / Facility ID Number 7000559687 / 001 - 1002451		
Address - Facility (Street, City, State, Zip Code) 2150 High St Stevens Point WI 544813178		Telephone Number 715-341-2878	Date - Regulation Visit 6/2/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(jm) Report - Prohibited Actions Description: Based on a review of staff files, on 04/22/2022, Staff C was notified that Staff B and D were grabbing the faces of children, yelling at, and smacking the backs of children. The prohibited actions were not reported to the Department.			
2	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Documentation of educational qualifications for Staff B, who has been working at the center as an assistant teacher for at least six months, was not on file.			

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3	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff were not accurately recording their hours worked in a classroom. In several rooms, staff would sign in but not sign out.</p>			
4	<p>251.055(2)(a) Group Size - Maximum</p> <p>Description: On 05/25/2022, nine children under the age of two years were in care in the 12-18 month-old room.</p> <p>Repeat violation: Previously cited on 10/22/2021</p>			
5	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: On 05/25/2022, Staff A cared for six children under the age of two from 8:00-8:15am. Staff B cared for eight children under the age of two from 7:15-8:00am.</p> <p>There was no other caregiver present in either instance.</p> <p>Repeat violation: Previously cited on 10/22/2021</p>			
6	<p>251.07(4)(cm) Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older</p> <p>Description: On 05/25/2022, a one year-old child was observed sleeping on the floor in the classroom.</p>			

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7	251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description: On 05/25/2022 and 06/02/2022, a child under one year of age was asleep with a blanket on their body near their face.		
8	251.09(2)(bm) Infant & Toddler - Sleep Position Description: On 05/25/2022 and 06/02/2022, a child under one year of age was observed sleeping in a bouncy seat.		

NAME - Certification Worker / Licensing Specialist
Dezarae Wierzba, Kelly Iverson

Date Issued
6/24/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Cathy O'Sullivan, Director
DCF-F-CFS0294-E (R.06/2011)

Date Signed

07/07/2022

Pacelli Catholic Schools Early Childhood Center

Correction Plan	Expected Completion Date
1. Staff B was issued an internal verbal warning 4/26/22. She also received a warning via PCS System Disciplinary Action Form. She has been notified that any further yelling at or physical behaviors not consistent with the licensing regulations and the PCS Employee Handbook, will be grounds for immediate termination. Staff D has resigned from employment with PCS Early Childhood Center. Moving forward, Staff C will report all incidents and allegations immediately to DCF as well as internally.	6/28/22
2. Staff B has enrolled in the Introduction to the Child Care Profession On-line Training as of 6/13/22. Once complete, she will start the Fundamentals of Infant & Toddler Care.	6/13/22
3. Staff are repeatedly reminded to sign in and out upon entering and leaving the classrooms. PCSECC Administrative Assistant will now be checking Attendance Sheets each morning when she arrives, at the lunch hour, and before she leaves in the evening to guarantee that all staff are signing in and out each day.	6/6/22
4. On 5/25/22 Staff A was left with 9 children in her care because two staff members called out sick. Moving forward, the minute staff move out of ratio, the Director is to be notified immediately so child moves can be made insuring classes stay within ratio. On 10/22/21 Staff D did not make the necessary call to the Director to report that the class was out of ratio. Moving forward, the Director is to be notified immediately so child moves can be made insuring classes stay within ratio.	5/26/22
5. On 5/25/22, two teachers called out sick and left Staff A and Staff B in classrooms which were	5/26/22

out of ratio. Moving forward, staff are required to contact the Director immediately so children can be moved to other classrooms to maintain ratio requirements.

On 10/22/21 the Lead Teacher did not call the Director reporting the overage in ratio. Moving forward, all staff are required to contact the Director immediately so children can be moved to other classrooms to maintain ratio requirements.

The Lead Teacher in the class for the 10/22/21 violation has resigned.

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| 6. The Lead Teacher and Teacher Aide have been instructed to never allow any child to sleep on a classroom floor. If a mat is ever needed, one will be provided as extras are available. The Teacher Aide received a verbal warning. The Lead Teacher was terminated. | Teacher Aide received
Verbal Warning – 6/10/22
Lead Teacher
Terminated – 6/30/22 |
| 7. No child should ever have a blanket on their person when sleeping in a crib (Pack N’ Play). This was made clear to both the Lead Teacher and the Teacher Aide as both were warned to cease this behavior. The Parent was also made aware that no blankets are allowed when a child is sleeping. The Teacher Aide received a verbal warning. The Lead Teacher was terminated. Moving forward, any staff working in Infant and Toddler classrooms will be reminded of this regulation and how critical it is to follow DCF rules and regulations. | Teacher Aide received
Verbal Warning – 6/10/22
Lead Teacher
Terminated – 6/30/22 |
| 8. No child should be made to take their nap/rest time in a bouncy seat. If a child falls asleep, they must be moved to their crib (Pack N’ Play) immediately. This too was made clear to the Lead Teacher and the Teacher Aide as both were warned to cease this behavior. The Teacher Aide received a verbal warning. The Lead Teacher was terminated. Moving forward, any staff working in Infant and Toddler classrooms will be made aware of this regulation and how critical it is to follow DCF rules and regulations. We will also follow the ABC’s of Safe Sleep: Baby should sleep Alone, on their Back, in a safe Crib right from the start. A sign has been posted in each infant classroom noting this. | 6/3/22 |