

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
4/1/2024

**TO FILE A COMPLAINT CALL**  
715-930-1148

**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**

Children's Palace - Holmen

**Provider Number / Facility ID Number**

7000566897 / 002 - 1008881

**Address - Facility (Street, City, State, Zip Code)**

520 Amy Dr Holmen WI 546369337

**Telephone Number**

608-790-1355

**Date - Regulation Visit**

3/7/2024

**Rule/Statute Number  
Noncompliance Statement**

1 251.05(2)(a)3.a.

**Staff Record - Physical Examination**

Description: The file for Staff A did not contain documentation of a physical examination report on a form provided by the department, completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.

Repeat violation: Previously cited on 8/31/2023, 3/16/2022

**Correction Plan**

Staff A has a completed physical on file.

**Expected  
Completion Date**

4/1/24

**Verification  
Date**

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520 Amy Dr Holmen WI 546369337		608-790-1355	3/7/2024
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
			Verification Date
2	<p><b>251.05(3)(c)</b>  <b>Cardiopulmonary Resuscitation Training</b>            Description: Staff E was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.            Repeat violation: Previously cited on 8/31/2023</p>	Staff E Completed CPR Renewal	3/8/24
3	<p><b>251.05(3)(cm)</b>  <b>Child Abuse &amp; Neglect - Biennial Training</b>            Description: Staff C and D were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.            Repeat violation: Previously cited on 8/31/2023</p>	Biennial training documentation is in both staff files.	3/10/24
4	<p><b>251.055(2)(g)1.</b>  <b>Naptime - Staff-To-Child Ratio Supervision</b>            Description: Staff-To-Child ratios were not maintained in the center during naptime when staff were stepping out of the rooms to take children to the bathroom leaving awake children and sleeping children unattended.</p>	Staff will maintain ratio in the classroom at all times. Staff will ask for assistance if leaving a room.	3/7/24

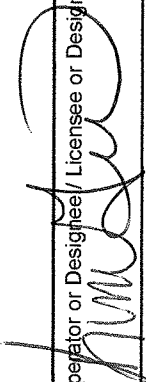
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5	<p>251.06(3)(b)4.  <b>Emergencies - Record Of Fire / Tornado Drills</b>            Description: Fire drills were not documented for the month of February 2024. The center is required to keep written records of dates and times of all the monthly fire and tornado drills practiced.</p>	Fire drill was documented	3.7.24
6	<p>251.07(6)(dm)4.  <b>Medical Log - Reviewing Injury Records</b>            Description: An inspection of the medical log books in two classrooms revealed the log books have not been reviewed every 6 months as required by rule.            Repeat violation: Previously cited on 10/3/2022</p>	med logs will be renewed and documented every 6 months or before.	3.7.24
7	<p>251.09(1)(e)  <b>Infant &amp; Toddler - Provider Training</b>            Description: Staff E, the regularly assigned child care teacher for infants and toddlers does not have a minimum of ten hours of training in infant and toddler care approved by the Department within six months after assuming the position.</p>	Staff E is a two year old teacher. Staff E will complete the Infant Toddler Coursework as continued education	6/1/24

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8	251.09(1)(L) <b>Infant &amp; Toddler - Soft Materials In Cribs</b> Description: A child under one year of age may not sleep in a crib or playpen that contains soft or loose materials. On the day of the licensing visit there were multiple pack n plays containing blankets while children were sleeping.	Blankets or loose materials will not be in beds of children under 1 year at any time.	3.7.24

**NAME - Agency Worker**  
 Kimberly Jasper

**Date Issued**  
 3/18/2024

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



**Date Signed**

3.20.24