

<b>Date Correction Plan Due</b> 12/3/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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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> St Croix Tribal Head Start		<b>Provider Number / Facility ID Number</b> 8000578448 / 001 - 1003201		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3792 State Rd 70 Hertel WI 54845		<b>Telephone Number</b> 715-349-2195	<b>Date - Regulation Visit</b> 11/4/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff A was missing a physical examination report on a form provided by the Department, completed 12 months prior or within 30 days after beginning work at the center, 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 11/8/2023	<i>check staff files + have all staff coming up who need physicals complete one</i>	<i>6-15-25</i>	

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2 251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Documentation of Staff A and D obtaining and maintaining a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) including Department-approved training in the use of an automatic external defibrillator (AED) within 3 months of beginning to work with children was not available for review.	Have staff print off CPR certificate and have training for other employees who do not have CPR.	5-15-25	
3 251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: Documentation of the staff person receiving an orientation within the staff's first week at the center was not available for review for Staff B.	Develop, implement, + take orientation	7-1-25	
4 251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b>  Description: The center director admitted that the center had not practiced monthly tornado drills from August through October 2024.	Done monthly tornado drills starting in april + continuing through October when students are in session	4-30-25 + 10-31-25	

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5	251.08(3)(c) <b>Information In Vehicle - Route And Stops</b>  Description: The center was not maintaining a copy of the route and scheduled stops for transportation to or from a child's home or school, both on the bus and at the center, as required.	create a map of all stops for students + have it posted in transportation office	2-1-25	
6	251.08(4)(b) <b>Driver Orientation - Requirement</b>  Description: Staff C and Staff D did not receive the required driver training prior to transporting children.	Develop + implement driver training.  Look on IPA for driver trainings	7-1-25	
7	251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b>  Description: There was not documentation of the licensee having obtained a copy of Staff C and D's driving record prior to the day a driver first transports children in care, and annually thereafter.  Repeat violation: Previously cited on 11/8/2023	Obtain driving records from benefits office	1-1-25	
8	251.09(4)(a)3. <b>Infant &amp; Toddler - Diaper Changing Surface Disinfection</b>  Description: Based on staff interview, staff were not using a two-step process to clean the diaper changing surface first with soap and water and then a disinfectant solution after each use.	Repeat changing table/diaper changing procedure + have staff follow.	1-1-25	