


Date Correction Plan Due 8/7/2019	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Sprout Childcare		Provider Number / Facility ID Number 4000587864 / 001 - 2001416	
Address - Facility (Street, City, State, Zip Code) 3652 East Ave S La Crosse WI 546017222		Telephone Number 608-519-3999	Date - Regulation Visit 7/22/2019
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
251.04(3)(i) Report - Unknown Whereabouts Or Left Premise Description: On 11/21/18 and on 7/1/19, unknown to staff, a child was left unsupervised on the playground. Neither incident was reported to this Department as required.	The entire Staff have been retrained on the need to report if a child from their class was unaccounted for. It was clarified that if even supervised by another staff member, that was not assigned to their class, we need to report it	7/24/19	9/20/19 RF
251.05(3)(c) Close Supervision Of Children Description: Close supervision was not provided on two separate occasions when a child was left on the playground while staff took the rest of the children into the building.	Staff have been retrained on tracking of the children in their care. Stop signs have been placed throughout, as well as having children move in smaller groups for transitions. Close supervision will be provided at all times. Teachers will make eye contact with each child as they are counting.	7/24/19	9/20/19 RF

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
3	251.05(3)(f) Child Tracking Procedure Description: The center's tracking procedures failed on 11/21/18 and on 07/01/19, when unknown to staff, a child was left on the playground.	Stop signs have been placed around the center as a "check point" to re-count the children in a group.	7/24/19 9/20/19 

NAME - Certification Worker / Licensing Specialist
Roberta Johnson

Date Issued
7/24/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Sheryl Picha

8-7-19



Western Regional Office
610 Gibson Street, Suite 2
Eau Claire, WI 54701-2626
Telephone: 715-930-1148
Fax: 715-930-1139
WRS: 711

Governor Tony Evers
Secretary Emilie Amundson

Division of Early Care and Education
Bureau of Early Care Regulation

SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL

Article No.

July 24, 2019

Sheryl Picha
Sprout Childcare, LLC
3652 East Avenue South
La Crosse, WI 54601-7222

Re: NOTICE OF DIRECT FORFEITURE ASSESSMENT AND APPEAL PROCESS

Sprout Childcare
Facility ID 2001416

Dear Ms. Picha:

This letter constitutes statutory notice of an imposed direct forfeiture assessment on you, Sheryl Picha, in the operation of Sprout Childcare, a licensed group child care center. This letter identifies the licensing statutory and/or code violations that were identified at Sprout Childcare, additional sanctions and penalties that may result if these violations are not corrected and informs you of your appeal rights.

The Wisconsin Department of Children and Families (Department), under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate a group child care center in violation of Wis. Stat. § 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license. The Department may set forfeiture amounts of \$10.00-\$1,000 per day per violation.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care center shall post with the license any notice received from the Department relating to violations. This notice must be posted in a conspicuous area of the center that is accessible to the public and must remain posted until the violations are documented as corrected by the licensing specialist at or before the next licensing site visit.

FORFEITURE ASSESSMENT

On 07/04/19, The Department received a complaint alleging that on two separate occasions, unknown to the staff providing the supervision, a child was left unsupervised on the playground. The complaint investigation determined that on 11/21/18, at approximately 4:30pm, a 3-year old was left unsupervised on the large playground. The investigation also determined that on 07/01/19, at approximately 5:15pm, a child under 2-years old, was left unsupervised on the front

playground. These are serious violations endangering the health, safety and welfare of children in care. The Department imposes a direct forfeiture assessment for the following violations:

1. DCF 251.05(3)(c) states, "Each child shall be closely supervised by a child care worker who is within the sight and sound of the children to guide the children's behavior and activities, prevent harm and assure safety. Contrary to DCF 251.05(3)(c), close supervision was not provided on two separate occasions when a child was left on the playground while staff took the rest of the children into the building.

Forfeiture assessed for this violation: \$200.00

2. DCF 251.05(3)(f) states, "The center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times. Contrary to DCF 251.05(3)(f), the center's tracking procedures failed on 11/21/18 and on 07/01/19, when unknown to staff, a child was left on the playground.

Forfeiture assessed for this violation: \$150.00

3. DCF 251.04(3)(i) states, in pertinent part, that the licensee shall report to the department any incident that results in a provider not knowing the whereabouts of a child in attendance at the center within 24 hours of the occurrence. Contrary to DCF 251.04(3)(i), on 11/21/18 and on 07/01/19, unknown to staff, a child was left unsupervised on the playground. Neither incident was reported to this Department as required.

Forfeiture assessed for this violation: \$50.00

TOTAL FORFEITURE AMOUNT DUE FOR ALL VIOLATIONS: \$400.00

A Noncompliance Statement and Correction Plan is issued with this letter. This is enclosed and incorporated herein by reference. (Attachment A.)

FORFEITURE PAYMENT

The total forfeiture amounts due for all violations identified above is \$400.00. Payment should be made payable to the State Treasurer. Send your payment within ten (10) days of the receipt of this notice to the Bureau of Early Care Regulation, Room E-200, 201 E. Washington Ave., Madison, WI 53703. Include the attached remittance notice. Forfeiture payments are deposited in the School Fund.

ADDITIONAL PENALTIES FOR FAILURE TO COMPLY

Failure to correct the identified violations and any subsequent failure to maintain compliance with the Wisconsin Statute and Administrative Code may lead to the imposition of additional sanctions and penalties, as set forth in Wis. Stat. § 48.715. Additional sanctions and penalties may include orders to stop operating, to correct violations, to submit plans of correction, forfeiture assessments, or proceedings to revoke a license. The Department may set daily forfeiture amounts ranging from \$10 to \$1000 per day, per violation.

APPEAL RIGHTS AND PROCEDURE

Any person aggrieved by a Department action taken under Wis. Stat. §§ 48.715, 48.68(1) and/or 48.685, has the right to an administrative hearing under Wis. Stat. § 227.42. Pursuant to Wis. Stat. § 48.72, **your written request must be sent directly to the Division of Hearings and**

Appeals no later than ten (10) days from the date of this notice; please attach a copy of this notice to your request for a hearing.

To submit your request for an administrative hearing under Wis. Stat. § 227.44:

<p>Send your request via U.S. Mail:</p> <p>Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875</p>	<p>Hand deliver your request:</p> <p>Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI</p>	<p>Send your request via Facsimile:</p> <p>Division of Hearings and Appeals (608) 264-9885</p>
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Contact Roberta Johnson at 608-518-4017 if you have questions regarding this notice.

Sincerely,

Robert Hietala, Regional Licensing Chief
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

Attachments: Noncompliance Statement (Attachment A)

cc: DCF Office of Legal Counsel
Roberta Johnson, Licensing Specialist
Central Office Manager

(Complete, detach, and return this remittance slip with payment)

REMITTANCE SLIP

FACILITY ID NUMBER: 2001416

FACILITY NAME AND ADDRESS

Sprout Childcare, LLC
3652 East Avenue South
La Crosse, WI 54601-7222

REGIONAL OFFICE

Western Regional Office
610 Gibson Street, Suite 2
Eau Claire, WI 54701-3696

LICENSING SPECIALIST Roberta Johnson AMOUNT DUE \$400.00

Make check payable to **State Treasurer**. Please return this remittance slip with your payment within 10 days of receipt of this letter to:

Bureau of Early Care Regulation
Attention: Central Office Manager
201 E. Washington Ave., Room E-200
Madison, WI 53703