

Date Correction Plan Due 8/26/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Mind's Sunshine Playhouse Childcare Center		Provider Number / Facility ID Number 5000588935 / 001 - 2002983	
Address - Facility (Street, City, State, Zip Code) 223 Progressive Dr Baraboo WI 539138738		Telephone Number 608-253-5557	Date - Regulation Visit 7/9/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

Name - Certified Operator / Licensed Center

Provider Number / Facility ID Number

Mind's Sunshine Playhouse Childcare Center

5000568935 / 001 - 2002983

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<p>1</p> <p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Based on review of attendance for 7/1/24-7/5/24, staff had not signed in or out as required.</p> <p>Nursery 1 7/3 - 2 staff signed in but not out.</p> <p>Nursery 2: 7/5 - 1 child, but no staff signed in, 30 min.</p> <p>Toddler: 7/3 - 6 children, but no staff signed in, 25 min.</p> <p>Twos: 7/2 - 9 children, but no staff signed in, 30 min. 7/5 - 2 children, but no staff signed, 40 min.</p> <p>4K: 7/1 - 2 children, but no staff signed in, 30 min. 7/1 and 7/2 - 1 staff signed in but not out.</p> <p>KidZone: 7/2 and 7/5 - 1 staff signed in but not out. 7/5 - 1 child, but no staff signed in, 40 min.</p> <p>Repeat violation: Previously cited on 9/6/2023, 4/25/2023</p>	<ul style="list-style-type: none">• We have put up bright, colorful starburst signs in different locations (i.e. classroom doors, time clock, refrigerators, attendance boards, etc.) as a reminder to sign in and out of classroom attendance boards.• We are also implementing daily checks by administration when physically checking in with classrooms throughout the day. We are making this part of the morning routine for administration to check the previous day, as well as anything logged from that morning.• Administration is also making calls on the walkie talkies for random checks during the day.	<p>8/15/24</p>	

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Mindi's Sunshine Playhouse Childcare Center

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2 251.055(1)(a) Supervision Of Children Description: A child was not supervised by a child care worker within sight and sound to guide the child's behaviors, prevent harm and ensure safety when on June 21, 2024, a group of children transitioned from the playground to the classroom and a 4-year-old child was left outside for approximately 3 minutes.	<ul style="list-style-type: none"> Going forward, staff do a head count, compare to attendance board, and radio the number of children in their group to the admin desk when going from point A to B. Any staff member that fails to follow this policy while working for Sunshine will result in disciplinary action up to and including termination. This particular staff member is no longer employed with our center. We will make sure that all staff are signed into and out of the attendance board accurately, as we did have two staff members scheduled and working in Kid Zone on this day. Reminders have been put in place to help staff with signing in and out of attendance boards. 	6/22/24	
3 251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Based on a review of attendance and staff hour records, the staff-to-child ratios did not meet the minimum requirements on the following dates: KidZone: 7/2 - 1 staff with 20 children for 27 minutes 7/3 - 1 staff with 19 children for over 2 hours and with 20 children for an additional 25 minutes Repeat violation: Previously cited on 4/25/2023	<ul style="list-style-type: none"> Mulch was added to this playground on 07/15/2024 to the proper depth around the climbing equipment, swings and slides. There are also rubber mats at the end of the slides and under the swings to help keep the mulch from being moved out of place. We have placed rakes outside of the playground for teachers to use to move the mulch back to these areas to maintain proper depth of energy absorbing materials. 	7/15/24	
4 251.06(1)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: The playground on the northeast side of the center did not have the required amount of energy-absorbing material under the climbing equipment, swings and slides. Repeat violation: Previously cited on 9/6/2023			

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5 Potential Source Of Harm On Premises Description: One classroom was not free of hazards when adult scissors and a paper cutter were on a low shelf and accessible to children.	The adult scissors have been removed and placed in closed cupboard out of the reach of children and the paper cutter is being stored in a locked storage area when not in use by a teacher. Paper cutters are not allowed to be used when children are present.	7/9/24	

NAME - Agency Worker
Colleen Peterson

Date Issued
8/12/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Denise Baraboo

08/22/24

DCF-F-CFS0294-E(3.06/2011)