

Date Correction Plan Due 9/20/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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		Provider Number / Facility ID Number	
Fields And Flowers Child Care Lic		0000591850 / 001 - 2007079	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
5190 S 18Th Ave West Bend WI 530959281		262-674-1184	8/28/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	<p>251.04(3)(L) Report - Construction Or Remodeling</p> <p>Description: Based upon observation on August 28, 2024, the licensee failed to report that two sinks were installed prior to the construction taking place.</p>	<p>Licensee emailed department to notify them of change. Licensee will also notify department of changes prior of them happening moving forward.</p>	9/2/24
2	<p>251.05(2)(a) Staff Record - Maintenance & Availability</p> <p>Description: Based upon review on August 28, 2024, the licensee did not have a complete file available for review for Staff Member C of the Staff Record Checklist.</p>	<p>Licensee will complete staff record checklist and have all files available for any staff.</p>	9/15/24

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3	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Based upon review on August 28, 2024, Staff Member E of the Staff Record Checklist did not have any personal information on file.</p>	<p>Licensee will make sure all staff fill out their forms completely. Staff will fix their staff record form.</p>	<p>9/16/24</p>	
4	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Based upon review on August 28, 2024 Staff Member B of the Staff Record Checklist did not have documentation of having a physical examination completed within 30 days of beginning work with children.</p>	<p>Staff member B has been given new paperwork for her doctor. Staff will no longer be given hours until form is turned back in.</p>	<p>9/20/24</p>	
5	<p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Based upon review on August 28, 2024, Staff Member A of the Staff Record Checklist did not have documentation of completing high school or it's equivalent on file when they were being used as a lead teacher who was working alone in a classroom.</p>	<p>Staff member A turned in a copy of high school diploma for file. All future teachers will be required to turn in it when hired.</p>	<p>9/3/24</p>	

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6	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Based upon review on August 28, 2024, there was no documentation on file of Staff Member E of the Staff Record Checklist completing training in child abuse and neglect.</p>	<p>Staff member E will complete child abuse and neglect training. All staff members will complete during orientation.</p>	9/30/24	
7	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Based upon review on August 28, 2024, Staff Member C of the Staff Record Checklist did not complete any courses in early childhood education prior to assuming the position as an assistant teacher.</p>	<p>Staff member C completed training and turned it in to the institution.</p>	9/3/24	
8	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Based upon review on August 28, 2024, there was no documentation on file of Staff Member D and E of the Staff Record Checklist completing orientation within the first week of work at the center.</p>	<p>Licensee will complete staff orientations during their first week of hire. Licensee will complete this for the missing staff members.</p>	9/30/24	

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9 251.055(1)(a) Supervision Of Children Description: Based upon observation on August 28, 2024, a 3-year-old child was allowed to walk into the building from the outdoor playground to use the bathroom without sight and sound supervision from any child care workers.	Staff members will not send in a child to bathroom unsupervised. Staff members will utilize bathroom at end of hall for children while outside.	9/3/24	
10 251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Based upon review on August 28, 2024, a child care worker who was alone with a group of children during the visit was not teacher qualified.	Staff member completed the needed training and turned into the institution.	9/13/24	
11 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Based upon observation on August 28, 2024, there was a bottle of sanitizer accessible to children in care in the Daises room. Per the San-I-Cide bottle, it should be kept out of reach of children.	San-I-Cide bottles have been put up on a shelf and out of reach of children.	9/3/24	

NAME - Agency Worker

Jamie Brandt

Date Issued

9/6/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

9/13/24