

Date Correction Plan Due 9/8/2017	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.

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 Hand In Hand A Place For All Child		Provider Number / Facility ID Number 2000556142 / 001 - 520077		
Address - Facility (Street, City, State, Zip Code) 800 Wisconsin St Box 13 Eau Claire WI 54703		Telephone Number 715-833-7744	Date - Regulation Visit 8/15/2017	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(a) Compliance With Laws Description: Contrary to s. 48.685(3)(bm) Wis. Stats., the caregiver background check for employee B was completed 8/4/2016. Caregiver background checks must be completed annually.	Staff member completed F82064 form and background check was run.	9/5/17	

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2 251.04(6)(b) Current, Accurate Daily Attendance Record Description: 1. A child in care in the Sea Turtle room was observed not signed in on the attendance list. 2. Two children in care were not signed in on the attendance list in the Sea Horse Room. 3. A child in care was not signed in on the attendance list in the Lobster Room. 4. A child in care who left the Flounder Room at 11am was not sign out on the attendance list until around 2pm. Repeat violation: Previously cited on 9/22/2015	Review licensing rules and regulations at our next staff meeting	9/6/17	
3 251.04(7) Confidentiality - Compliance With Statutes & Rules Description: It was observed that the form Staff and Child Identification Key which contains confidential information was posted.	Removed identification key from clipboard.	9/1/17	
4 251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Documentation of biennial training in child abuse & neglect during the past 24 months was not observed for employee B and D.	Child abuse and neglect training is to be held on 9/6/17 for all staff members	9/7/17	

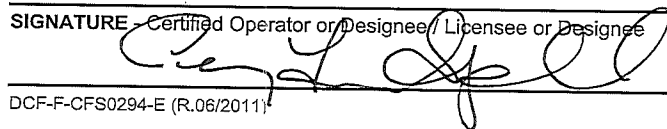
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5	251.05(1)(g)2. Assistant Child Care Teacher - Qualifications Description: Educational qualifications was not observed in the file for employee B who was hired on 9/29/15 as an assistant teacher.	Staff member resubmitted paperwork to the education station. Intro class and teacher books	9/5/17	
6	251.05(2)(c)1. Continuing Education Requirement - Full Time Staff Description: 25 hours of continue education was not observed for employee B. Rule requires that each administrator, center director, and child care worker who works more than 20 hours a week shall participate in at least 25 hours of continuing education each year.	Staff member resubmitted paperwork to the education station. Both intro and teacher books	9/5/17	
7	251.05(3)(a) Supervision - Teacher Per Group Of Children Description: The Marlin Room was observed to not have a qualified child care teacher supervising the group of children. The two employees present were assistant teachers. Rule requires that at least one child care teacher shall supervise each group of children	The Marlin room has a new teacher, the lead teacher is currently on FMLA	9/25/17	
8	251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces, Placement Description: A child was observed sleeping on the floor in the Penguin Room. A cot was not was provided for the child.	Extra cots have been purchased to ensure availability for uncheduled children.	9/18/17	

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9 251.07(6)(k)1. Health Examination - Children Under Age 2 Description: A current Health Examination Report was not observed in the file for child #2 and child 4. Repeat violation: Previously cited on 11/28/2016, 1/12/2016	Child #2 health exam was in her folder dated 7/3/17. Child #2 health exam 3/13/17.	9/1/17	
10 251.09(1)(j) Infant & Toddler - Crib Mattresses & Coverings Description: Mattress coverings for multiple playpens in the Manta Ray Room were observed to be loose fitting. Rule requires that cribs and playpens shall contain a tight fitting mattress and any mattress covering shall fit snugly over the mattress.	Purchasing corner stays and new bedding for cribs	9/25/17	

NAME - Certification Worker / Licensing Specialist
Sarah Yang

Date Issued
8/25/2017

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Program Director

Date Signed
9/5/17