

Date Correction Plan Due 2/19/2019	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 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 2/1/2019	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(1)(b) Shaken Baby Syndrome Prevention Training Description: On 2/1/19, documentation of completion of Shaken Baby Syndrome Prevention training was not observed on file for employee D and F. Repeat violation: Previously cited on 2/6/2018, 4/3/2017	① Have employees attend a SBS class. ② Schedule SBS classes on a monthly basis	3/31/19	

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2	<p>251.05(1)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: On 2/1/19, employee E did not complete the infant and child cardiopulmonary resuscitation and automated external defibrillator training within 6 months after beginning to work with children.</p> <p>Employee D did not have a current certificate of completion of infant and child cardiopulmonary resuscitation training on file.</p> <p>Repeat violation: Previously cited on 7/30/2018, 2/6/2018</p>	<p>① I intend to have both employees attend a CPR class</p> <p>② By offering CPR/FA twice a year, I am now a certified instructor</p>	3/31/19	
3	<p>251.05(3)(a) Supervision - Teacher Per Group Of Children</p> <p>Description: On 2/1/19, the Angel Fish classroom was observed to not have a qualified child care teacher supervising a group of children. Rule requires that at least one child care teacher shall supervise each group of children.</p> <p>Repeat violation: Previously cited on 8/15/2017</p>	<p>① Explain to scheduler the difference between an AT and a lead teacher</p> <p>② Purchase skills and strategies books for all assistant teachers</p>	3/31/19	
4	<p>251.06(2)(b) Electrical Or Hot Surface Protection</p> <p>Description: On 2/1/19, an electrical outlet in the 4K classroom was observed unprotected.</p> <p>Repeat violation: Previously cited on 2/6/2018</p>	<p>① Instruct staff on the importance of a safety check at our next staff meeting</p> <p>② Have safety committee design a check list for safety needs</p>	3/31/19	

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5	251.07(6)(j)9. Reviewing Injury Records Description: On 2/1/19, there was no documentation showing the director reviewed the medical log book within the last 6 months in the Crown Fish and Seahorse classrooms. Rule requires that records of injuries shall be reviewed by the director or designated person with staff every 6 months in order to ensure that all possible preventive measures are being taken.	① check log books and discuss with staff at next team meeting ② put a reminder on my calendar every 6 months	3/31/19	
6	251.07(6)(k)2. Health Examination - Children Over Age 2 Description: On 2/1/19, a current Health/Physical Exam Report was not observed on file for Child #5. Repeat violation: Previously cited on 2/6/2018	① Notify parents, again, their child is due for their yearly exam. ② Suspend parents when they do not have yearly exams	3/31/19	
7	251.08(3)(b) Driver Record - Obtain & Review Description: On 2/1/19, employee E who is currently transporting children do not have a driving record on file. Repeat violation: Previously cited on 7/30/2018	① Complete driving record check for Mason ② set a reminder on my calendar	3/31/19	

NAME - Certification Worker / Licensing Specialist
Sarah Yang

Date Issued
2/5/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

2/17/19