

Date Correction Plan Due 3/3/2020	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 2/13/2020	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: On 2/13/20, child #5 did not have a current health examination on file.	<i>We have a system in place to ensure records are checked. This particular child left and came back and missed our check points. We have now added the procedure to returning children</i>	<i>4/11/20</i>	
2	251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: On 2/13/20, a current certificate of completion of the biennial training in child abuse & neglect laws, identification, and reporting procedures within the past 24 months was not observed on file for employee G.	<i>Employee G, completed her training again. Her certificate of completion upon hire must have gotten misplaced, all employees are required to complete the training upon hire and we do the training at a staff meeting biennially.</i>	<i>2/28/20</i>	

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3	251.05(2)(a)1. Staff Record - Personal Information Description: On 2/13/20, a record of personal information was not observed on file for employee E.	As stated, prior employee E's paperwork is being located at headquarters and will be back in our possession by the end of March.	3/31/20	
4	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: On 2/13/20, a review of staff records determined that employee E, who has not worked for the center for more than 6 months as an assistant teacher, does not have documentation of educational qualifications on file.	Employee E had been employed from 6/17/13 - 8/13/18. Holds a registry level 4. Qualified by registry as a teacher with 7 years experience. This information can be verified by the registry.	2/28/20	
5	251.05(3)(b) Shaken Baby Syndrome Prevention Training Description: On 2/13/20, documentation of completion of Shaken Baby Syndrome Prevention training was not observed on file for employee E. Repeat violation: Previously cited on 2/1/2019	SM Employee E has completed Shaken Baby the information was/is available on the registry. We are working on finding her old file in storage and having it on site. (2/14/20)	2/28/20	
6	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: On 2/13/20, documentation of educational qualifications was not observed on file for employee H who have assumed the position of assistant teacher for more than 6 months.	Employee H is a fulltime student at UWEC and a member of the band. Was a summer counselor for girl scouts. She has submitted her notice of resignation	2/28/20	

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7	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: On 2/13/20, 25 hours of continue education was not observed for employee H and G. 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.	Employees H and G have been formally written up for noncompliance and have until the end of April to come up to date or be terminated. (300 less staff in a crisis of staff shortage already)	4/30/20
8	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: On 2/13/20, a group of children in the Star Fish classroom was not supervised by a child care teacher. Repeat violation: Previously cited on 2/1/2019	This particular employee has since turned in her resignation and will no longer be employed by the center.	2/28/20
9	251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size Description: On 2/13/20, attendance record in the Manta Ray show that a mix group of infant and toddlers exceeded the maximum group size of 8. There were 9 children signed in.	The above violation (8) is a consequence of moving the extra child to our second baby room. We have 5 children on variable schedules and on this particular day their schedules overlapped by 30 minutes. In the future I will deny parents from any overature and early drop offs will no longer be tolerated.	2/28/20

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10 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: On 2/13/20, Fire drill was not practiced for the month of January 2020.	The director was gone for the month of January. In the past 5 years as director, fire drill or tornado drill have never been missed. The office staff have set reminders to ensure this does not happen in the future.	2/28/20	
11 251.07(4)(d) Naps Or Rest Periods - Individual Bedding Description: On 2/13/20, per child care teacher, children in the Manatee classroom are not provided with individual identified sheet to cover the cot they sleep on.	The sheets were in the classroom in a laundry basket. Both teachers informed licensee it was wash day the day before and sheets must get laundered.	2/28/20	
12 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: On 2/13/20, there was no documentation showing the director or director's designee reviewed the medical log book within the last 6 months. The last review was 2/19/19. Repeat violation: Previously cited on 2/1/2019	Calendar reminders have been set. The director was gone on medical leave and has two additional staff now checking medical logs to ensure proper coverage.	2/28/20	

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13	251.09(2)(bm) Infant & Toddler - Sleep Position Description: On 2/13/20, an infant was observed sleeping in a bouncing seat. Rule states in pertinent part each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician.	There were two teachers present in the room. One teacher was feeding an infant the other teacher was changing diapers 251.09(4)(a)(2) when the child fell asleep. at NO time were the teachers seated and not doing anything. Once diapers were completed the child was moved to the crib.	2/28/20

NAME - Certification Worker / Licensing Specialist
Sarah Yang 

Date Issued
2/19/2020

SIGNATURE - Certified Operator or Designee / Licensee or Designee


Date Signed
2/28/20