



**HOMETOWN CHILDREN'S CENTER
INC**

709 Northpoint Drive
Stevens Point, Wisconsin 54481
melanie@hometownchildrenscenter.com

phone 715-344-4319
FAX: 715-845-0342

FAX COVER SHEET

To: Dezarae Wierzba From: Melanie Schmitz

FAX # 1-715-365-2517 Date: 07/13/2021

Content:

*Non Compliance Statement & Correction
Plan*

Of pages including cover sheet

6

Date Correction Plan Due 7/13/2021	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 Hometown Children's Center Inc		Provider Number / Facility ID Number 6000567926 / 001 - 1002057		
Address - Facility (Street, City, State, Zip Code) 709 Northpoint Dr Stevens Point WI 544811083		Telephone Number 715-344-4319	Date - Regulation Visit 6/16/2021	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. Staff Record - Personal Information Description: A Staff Record Form was not on file for Staff F.	<i>On file now</i>	7/13/21	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff Health Reports were not on file for Staff E, and F.	<i>I gave them the form on 7/6/21.</i> <i>due back by 7/12/21</i>	7/2/21	

faxed staff E form to the dr. on 7/13/21

staff F has an appt on 7/19/21.

No. 0163 P. 2

HOMETOWN CHILDRENS CENTER

Jul. 13. 2021 11:28AM

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
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3	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Registry certificates were not on file for Staff B and C, both of whom have been working as a teacher at the center for more than 6 months.	B+C have applied to the registry. Awaiting certificates.		
4	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Documentation of educational qualifications was not on file for Staff E and F.	Staff F degree progress report has been received.		
5	251.05(2)(a)5. Staff Record - High School Diploma Description: Documentation of a high school diploma or its equivalent was not on file for Staff E and F.	They are bringing in a copy for their files.	by 7/16/21	
6	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Documentation of completed CPR training was not on file for Staff B, C, E, F, and G.	Staff G certificate is current until 2022. Staff F, E, and C are on file need B	7/13/2021	

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7	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff E, who has been employed with the center since 06/22/2020, is not yet qualified as an Assistant Teacher.	Mailed her course to Early Education Station on 6/22/21. Awaiting grade received on 7/17/21		
8	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: In the Infant Room, Staff D and E, neither of which are qualified as a Teacher, were supervising a group of children.	Now, staff F is the teacher and staff E is the assistant.	6/21/21	
9	251.055(1)(f) Child Tracking Procedure Description: Center policies do not address a procedure to ensure the number, names and whereabouts of children in care are known to assigned child care workers.	I am working on a policy to assure known whereabouts of children.	7/16/21	
10	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: On 06/09/2021, in the Discoverers Room, Staff A was the only staff with ten children, ages 2-3 years old. The weighted total of the group was 1.326, requiring two staff to be present.	2 children left the center in that room and now we are compliant. 1-3yr. 1-2 1/2 yr.	6/23/21	

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11	251.055(2)(e) Mixed Age Group Of Children Over Age 2 - Group Size Description: On 06/16/2021, the Discoverers and 4K Room were combined for a total of twenty children, ranging in age from 2-5 years old. The weighted total of the group was 2.154, requiring the group to be split into two separate groups.	They are splitting everyday when the group size of the preschool room goes over 1.0	6/17/21	
12	251.06(2)(gm) Premises - Well Drained, Clean Description: In the Infant Room, milk had been spilled in the refrigerator and onto the floor and was not properly cleaned. Crusty milk was left inside the refrigerator and on the floor surrounding the refrigerator.	This was cleaned up and that room is not being used currently.	6/17/21	
13	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: The Infant Room exterior door, which is a labeled emergency exit, was locked during operating hours.	Door is unlocked every morning.	6/23/21	
14	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: One of the refrigerator, freezer combination units in the kitchen was not equipped with a thermometer.	A thermometer is now present.	7/2/21	

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15	251.06(9)(d)2.a. Food Storage - Dry Food Description: Opened packages of noodles and crackers were not stored in a zip-type or air-tight container.	Opened food is now in a plastic bag or a suitable container.	6/17/21	
16	251.07(5)(a)5.b. Menus - Plan Description: Based on conversations with staff and the director, snacks are not planned a week in advance. Staff serve snack based on what is available each day.	A monthly meal/snack calendar is now available.	6/21/21	
17	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: A container of formula supplied by the parents was not labeled with the child's name and dated with the date it was opened.	All canisters of individual formula is now labeled.	6/21/21	

NAME - Certification Worker / Licensing Specialist
 Dezarae Wierzba, Kelly Iverson

Date Issued
 6/29/2021

SIGNATURE - Certified Operator or Designer / Licensee or Designee

Melanie M. Achnil

Date Signed

07/13/2021