



### Purpose of form

Form 07LC037E is used for a child care provider to document a plan of correction in accordance with Section 406 of Title 10 of the Oklahoma Statute. It may be used when there is a serious substantiated complaint or numerous, repeated, or serious non-compliances.

### Instructions

The licensing staff enters the date the form must be returned to the licensing office, usually one week from the date of the monitoring visit. The licensing staff signs and dates the form.

**Plan of correction:** The child care facility operator completes this section, referring to the attached report. If the form is completed during a monitoring visit or conference, the licensing staff assists in the development of an acceptable plan. The form may be left at the facility or mailed to the facility immediately following the visit for the operator to complete.

Each area of non-compliance must be addressed, even if corrected during the monitoring visit. The plan includes:

- the specific steps to be or that have been taken to correct the non-compliance;
- the date the non-compliance will be or has been corrected, based upon the degree of risk to children. If the non-compliance has an immediate impact on the health, safety, or well-being of children, it must be corrected immediately; and
- the steps to be taken to maintain compliance.

**Do not include confidential information, such as child or parent names. A licensing specialist can assist if questions exist.**

### Examples:

A second staff person will be in the infant room by tomorrow morning (7-10-2007). A list of substitute staff persons will be kept to use for staff absences.

Impact absorbing material will be added on the playground (7-31-2007). It will be checked and replaced every six months or more often, if necessary.

I understand that, effective today, I cannot hit toddlers' hands or use any other form of corporal punishment. I will use positive methods of guidance such as redirection. (7-9-2007) I will attend a workshop on behavior and guidance at the state conference (8-31-2007).

### Routing

Original - licensing staff

Copy - child care facility – compliance file