

Date Correction Plan Due 5/27/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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		Provider Number / Facility ID Number		
Three Sisters Head Start		8000560408 / 004 - 1007586		
Address - Facility (Street, City, State, Zip Code) 2801 W Mason St Green Bay WI 543135009		Telephone Number 920-496-5201	Date - Regulation Visit 4/8/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Of 3 Staff Records reviewed 1 was missing documentation of an exam. Repeat violation: Previously cited on 1/8/2025, 12/11/2024	<i>Staff received Physical within the last year. She will put the records in her file ASAP.</i>	<i>5-27-25</i>	
2	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Of 3 Staff Records reviewed 1 was missing documentation of their educational qualifications.	<i>Staff is currently enrolled in college to work on her CDA. She will file current Transcripts.</i>	<i>5-27-25</i>	

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3	251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: Garbage container containing food waste failed to be covered- rm 129.	Teachers will work with students to dispose food waste in correct garbage container	4-14-25	
4	251.07(4)(d) Naps Or Rest Periods - Individual Bedding Description: Napping children failed to be provided with a sheet and blanket- children were observed sleeping directly on the new mat surfaces without something under them-rm 124. Corrected during visit.	Sheets were put on and used on all sleeping mats for children.	4-14-25	
5	251.09(4)(a)5. Infant & Toddler - Soiled Diapers Disposal Description: Diaper pails failed to be hands free containers. Rm 129 failed to have the lid attached to work properly and rm 126/124 failed to have functioning foot pedal.	The purchase of new garbage container that is hands free will come soon.	5-27-25	

NAME - Agency Worker
Ruth Sprangers

Date Issued
5/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

5-13-25