

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated March 29, 2023 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** kimberly.liebhart@wisconsin.gov or
 - **Fax:** (608) 422-6766 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHERN REGION
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 4/12/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Rock-A-Bye Education Connection		Provider Number / Facility ID Number 4000577304 / 001 - 1008240		
Address - Facility (Street, City, State, Zip Code) 751 Lois Dr Sun Prairie WI 53590		Telephone Number 608-834-5867	Date - Regulation Visit 3/20/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: The permanent closure around the outdoor play space had an open area at the bottom of the enclosure, nearest to the parking lot that was larger than 4-inches. All enclosures must have less than a 4-inch gap, reducing the risk of being an entrapment hazard.	We purchased green snow fence and have secured all gaps in the fences.	04/12/2023	
2	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Children in the preschool room had access to harmful materials, when plastic bags were stored in an unlocked drawer in the bathroom. Repeat violation: Previously cited on 11/15/2021	The plastic bags are now in a high cupboard, not accessible to children.	03/21/2023	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: A garbage container in the Preschool classroom did not have a cover on it. The container had a large, circle opening on the top, and the garbage contents were accessible to the children.	The Assistant Director talked to the staff regarding the requirement to use the appropriate garbage can for food. Each classroom had the proper garbage and the guidelines were reviewed with all staff.	03/21/2023	
4	251.07(4)(cm) Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older Description: Children in the preschool classroom were napping closer than 2 feet apart without a solid patrician. Children were sleeping side by side without an aisle 2 feet in width.	The Assistant Director reminded the staff about nap spacing requirements. The Assistant Director will also spot check mats during nap time.	03/21/2023	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
3/29/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Julie Gretzinger, Administrator

Date Signed
04/12/2023