0001/004

Date Correction Plan Due 9/24/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 608-422-6765

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**
Wee Ones Group Child Care Center	3000577523 / 001 - 1008464

Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
618 Porter Rd Evansville WI 53536	608-882-3400	9/1/2026

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Child 1 did not have documentation of enrollment information on file.	Forms were given to parent to re-fill out.	9/6/26	
2	251.04(6)(a)6. **Child Record - Health History** Description: Child 1 did not have documentation of health history information on file.	Forms were given to parent to re-fill out.	9/6/26	

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3	251.04(6)(a)6m. **Child Record - Immunization History** Description: Child 1 did not have documentation of immunization history on file.	Parent was asked to give a copy of immunization record to center	9/5/26	
4	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: Staff B did not have a completed background check on file prior to working with children. Repeat violation: Previously cited on 2/21/2025	Background check was completed on	9/9/26	
5	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff A and B did not have documentation of a completed physical examination report on file.	Staff A and B will set up appointments for physicals no later than 10/9/26	10/9/26	
6	251.05(2)(a)8. **Staff Record - Orientation** Description: Staff B did not have documentation of a completed orientation within their first week at the center.	Orientation was completed on 9/7/26.	9/7/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff B did not have documentation of Abusive Head Trauma training on file prior to working with children.	Staff B completed training on 9/7/26.	9/7/26	
8	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A and B did not have documentation of child abuse and neglect training on file.	Staff B completed CAN on 9/7/26. Staff A will update CAN training by 9/28/26.	9/7/26	
9	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Child 1, who is under age 2, did not have intake information in the classroom as required.	Forms were given to parent to re-fill out.	9/6/26	
10	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Infant milk brought from home was not labeled with the child's name and date. Repeat violation: Previously cited on 11/5/2025	Milk was immediately labeled w/ name and date.	9/1/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Rebecca Brickson

Date Issued
9/10/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
LeeAnn Halla member

Date Signed
9/20/2026