

Date Correction Plan Due 10/24/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 262-446-7800
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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 Westosha Head Start	Provider Number / Facility ID Number 4000577814 / 001 - 220825
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Address - Facility (Street, City, State, Zip Code) 30100 Wilmot Rd Po Box 57 Wilmot WI 531920057	Telephone Number 262-862-6168	Date - Regulation Visit 10/6/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)4.a. Staff Record - Registry Certificate  Description: Staff #1 did not have a Registry Certificate in the reviewed file	10/6/25. Staff applied for dependent a Renewal. Staff instructed upon Registry to continue keeping Registry Certificate updated.	Turn Around	
2	251.055(1)(f) Child Tracking Procedure  Description: Child #1 was not documented on attendance or tracking for two hours	10/6/25. Spoke with staff at end of Day. One-on-One Training done by Ed Manager.	10/10/25	10/10/25

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.06(11)(b)7. Outdoor Play Space - Enclosure  Description: More than four inch gap under enclosure gate	10/6/25 Spoke with Church Maintenance. Will lower gate and fix bottom.	10/26/25	
4 251.06(2)(d) Access To Materials Potentially Harmful To Children  Description: Disinfecting wipes stored on counter in Westosha 2 classroom, accessible to children in care	10/6/25 Disinfecting Wipes Removed Immediately One on One Training done on 10/10/25 by Health + Safety Manager.	10/10/25	10/10/25
5 251.06(2)(i) Deteriorating Paint  Description: Flaking paint on play house structure in outdoor area accessible to children in care	10/6/25 In process to be removed. Playhouse is blocked off. Children don't have access.	10/26/25	

NAME - Agency Worker  
Paul Spink

Date Issued  
10/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Maryanne [Signature]*

Date Signed

10-17-2025