

Correction Plan Due  
5/1/2023**NONCOMPLIANCE STATEMENT AND CORRECTION  
PLAN**TO FILE A COMPLAINT CALL  
262-446-7800

**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)(l) 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	
Cloverleaf Preschool - Wisconsin Ave		3000583773 / 003 - 2004751	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
413 Wisconsin Ave Waukesha WI 531864735		262-544-1128	4/14/2023
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b>  Description: Staff A did not have a registry certificate on file.	Staff has contacted Registry. Certificate on its way.	Immediate	
2 251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: Staff B does not have documentation of continuing education hours in staff file.	Staff is in process of taking class. She is expecting a baby end of June.	Immediate	
3 251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: There was no documentation for fire drills for March 2023.	Emergency Record updated for March and April.	Immediate	



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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected	Verification
			Completion Date	Date
4	251.06(9)(c)1. <b>Safe Food</b>  Description: The baby cereal did not have a date to ensure that it does not expire. There was cereal that was dated 12-27-2023.	All food has been checked, dated and sealed	Immediate	
5	251.06(9)(d)1.c. <b>Food Storage - Cold Storage Thermometers</b>  Description: There was no thermometer in the refrigerator to read the temperature.	Thermometer placed in refrigerator	Immediate	
6	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The medical log book was not reviewed every three months.	New medical/accident log in place. New numbered page book, other book sealed.	Immediate	

NAME - Agency Worker  
Joel MarquezDate Issued  
4/17/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Camille G. Kostenko

Date Signed

4/24/2023