

Date Correction Plan Due 11/12/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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		
Viroqua Children's House Montessori		5000586815 / 001 - 2000062		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
411 S East Ave Viroqua WI 546652007		608-637-3522	10/25/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Child 5 was missing documentation of updated immunization history in the file on the day of the monitoring visit. Repeat violation: Previously cited on 11/8/2023	Immunization Health Form was again sent home w/ the family w/ expectation to return it ASAP (by Dec 10)	Dec 10	
2	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center. Child #2, #4, #5 has been in care for more than 3 months and did not have a child health report on file. Child #6 had an expired health exam. Repeat violation: Previously cited on 11/8/2023	#6: I believe this is a mistake, as health exams are to be updated every 2 years & it was dated 10/19/23. #2,45: Will be returned by 12/10/24	Dec 10	

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3	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff A has worked at the center for more than 6 months and was missing a certificate from The Registry documenting that the person has met the educational qualifications of the positions they hold and do not have other documentation of educational qualifications.</p> <p>Repeat violation: Previously cited on 11/2/2022</p>	<p>A certificate was again requested, and I printed out their qualifications for the file in the meantime.</p>	<p>Done</p>	
4	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Staff A has worked at the center for more than 6 months and was missing documentation of qualifications for the position she holds.</p> <p>Repeat violation: Previously cited on 11/2/2022</p>	<p>She is qualified, which I have printed out for her file.</p>	<p>Done</p>	
5	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A, B, and D was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.</p> <p>Repeat violation: Previously cited on 11/8/2023, 11/2/2022</p>	<p>A: Completed 11/15/24 B: Will complete by 12/10 D: Will complete by 12/10</p>	<p>Dec 10</p>	

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6	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Staff B and D did not have documentation of the yearly requirement of 15 hours of continuing education.	Staff will update by 12/10, if needed will enroll in courses.	Dec 10	
7	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: Multiple refrigerators and freezers were not equipped with a clearly visible accurate thermometer.	Completed 10/26/24	10/26/24	
8	251.07(6)(dm)3.d. Medical Log - Medical Evaluation Description: An inspection of the medical log book revealed the log hasn't been reviewed every 6 months as required by rule.	Completed 11/27/24	11/27/24	

NAME - Agency Worker
Kimberly Jasper

Date Issued
10/29/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11/27/2024