STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due 8/11/2026	**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 A Step Ahead Day Camp		**Provider Number / Facility ID Number** 4000587234 / 003 - 2003299
Address - Facility (Street, City, State, Zip Code) 315 Park St Sun Prairie WI 535903014	**Telephone Number** 608-712-7412	**Date - Regulation Visit** 7/22/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	252.44(6)(e)1.a. **Medication Administration - Parental Authorization** Description: A written parental medication authorization listing the medication, length of authorization and instructions was missing for one child's medication.	We provided the parents with the authorization to Administer Medication form. Additionally, we will use this for for all medication moving forward.	8/10/26	

NAME - Agency Worker
Amy Anderson

Date Issued
7/28/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jamie L Payne

Date Signed
7/29/26