

Date Correction Plan Due 6/19/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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		
Sunshine And Giggles Llc		7000590637 / 002 - 2006206		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
678 S Park St Richland Ctr WI 535812748		608-649-5501	6/3/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(h) Report - Change In Room Usage Description: The program did not report a change in room usage to the department as required when, during the monitoring visit, a toddler class was located in a classroom that had previously been closed.	Updated list sent to licensor.	6-10-25	
2	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Based on staff interviews, on June 2, 2025, Staff B was utilized as a lead teacher in a classroom without the required qualifications to be in a teacher role.	All staff has been enrolled in classes to be lead teacher qualified. Until then correct subs will be utilized.	6-10-25	

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3 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: Each assistant teacher was not working under the supervision of a lead teacher when, based on staff interviews, two assistant teachers worked together in the two year old classroom without a lead teacher on June 2, 2025.	All teachers have been enrolled in enrolled classes to be lead teacher certified. Until training is complete correct subbing will be utilized	6-10-25	
4 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff A did not have documentation on file of an orientation completed within the first week of working at the center as required.	All orientation paperwork has been filed.	6-10-25	
5 251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care teacher within sight and sound when, on June 2, 2025, a two-year-old child was left unsupervised on the playground for 10 minutes. The center was notified by a community member who called the center to report that the child was outside alone. This incident was self-reported by the center. Repeat violation: Previously cited on 5/30/2024	Protocols of sight to face to name attendance when transitioning has been implemented.	6-10-25	

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6	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center's child tracking procedure failed when, according to staff interviews, two staff members did not complete a name to face attendance check when coming inside from the playground. The staff miscounted the children in their care, resulting in a two-year-old child being left alone outside for 10 minutes.</p> <p>This incident was self-reported by the center.</p>	Face to name tracking has been implemented.	6-10-25	
7	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure</p> <p>Description: The enclosure around the outdoor play space has two spots where there are gaps between the fence and gates that are greater than 4 inches.</p>	Gaps have been filled with 2x6 boards and shed has been scooted to close space.	6-10-25	
8	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: A play structure on the playground had a large piece of metal hanging down from a walkway, creating a hazard.</p> <p>Repeat violation: Previously cited on 11/3/2023</p>	Bolt has been Replaced.	6-10-25	

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9 251.06(3)(b)2. Emergencies - Practice Written Plans Description: Based on documentation and staff interviews, no emergency drills were conducted in the month of May.	Created a schedule to conduct tornado and fire drills on a regular basis.	6-5-25	
10 251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: The eating surface was not cleaned and sanitized when, during the monitoring visit, children were observed eating a morning snack at a table outside. The table had not been cleaned or sanitized, and the food was placed directly on the table outside with no plate or napkin.	Children are to go into classrooms for snacks to wash hands and eat on Sanitized surface.	6-10-25	
11 251.07(6)(dm)3.c Medical Log - Medication Administration Description: All medication dispensed to children was not recorded in the medical log book as required when, based on staff interviews, a child had been receiving eye drops daily but the staff had documented the medication through an app but not in the medical log book.	Protocols have been Reviewed with staff and implemented.	6-10-25	

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12	251.07(6)(i)6. Hand Washing Outdoors & On Field Trips Description: Children's hands were not wiped off or washed after an outdoor snack as required when, during the monitoring visit, multiple children were observed leaving the table and going directly to the play equipment after eating snack.	Children are to go to classrooms to wash and Sanitize hands.	6-10-25
			Verification Date

NAME - Agency Worker
Casey Allison

Date Issued
6/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

6-10-25