Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/4/2026		715-930-1148

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
Cornerstone Kids	8000594028 / 001 - 2008950

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
711 W Montgomery St Sparta WI 546561161	608-487-8150	7/8/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(i) **Report - Unknown Whereabouts Or Left Premise** Description: The Licensee/center failed to report to the department within 24 hours that a staff person did not know the whereabouts of a child assigned to the worker for approximately 1 minute on March 25, 2026 when the child was left outside while the rest of their classroom went inside.	We fully understand what is reportable now and will report everything within 24 hrs.	7/21/26	
2	251.05(3)(i)3. **Substitute - Record Of Days, Hours Worked** Description: Maintaining a record of days and hours worked is required in order to determine the level of training Staff will need when they reach 240 hours or more accumulatively. The Center's documentation for when substitutes have been used was incomplete.	I have created a document that contains all information needed for sub documentation.	7/21/26	

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3	251.055(1)(a) **Supervision Of Children** Description: On March 25, 2026, a child was not closely supervised by a child care worker who was within sight and sound of the child to guide the child's behavior and activities, prevent harm and assure safety when the child was left outside when the rest of the class came inside. The child was unsupervised for approximately 1 minute before he was heard crying at the door.	We have a plan that includes counting children, varifying on clipboard. Door remains open until all children are accounted for and the blind remains open while children are outside	7/21/26	
4	251.055(1)(c) **Supervision - Opening & Closing Hours** Description: During the course of a complaint investigation, a 3 week review of the center's attendance records showed days when unqualified assistant teachers are providing supervision to a group of children during closing hours of the center.	I now Know that each room has to have a regularly assigned lead closer so I have made those changes.	7/21/26	
5	251.055(1)(f) **Child Tracking Procedure** Description: On March 25, 2026, the whereabouts of a child were unknown to the assigned child care worker for approximately 1 minute when the child was heard crying at the door because he had been left outside when the rest of his class came inside the center.	Teachers were re told the tracking procedure and to Make Sure to verify with clipboard dont close door unless all children are accounted for and blind remains open	7/21/26	

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6	251.055(1)(i) **Person In Sole Charge Of Children - Minimum Age** Description: No person under 18 years of age shall be left in sole charge of a child. During the course of a complaint investigation, a 3 week review of the center's attendance records showed on 7 separate occasions that a 17 year old staff person was alone with a group of children for varying amounts of time.	Reminded all staff to make sure documentation is accurate you should be signing out at same time person relieving you signs in. If you are an assistant you may not open classroom without the lead. I am checking clipboards randomly / daily to assure things are correct.	7/21/26	
7	251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: During the course of a complaint investigation, a 3 week review of the center's attendance records showed on 7/6/26 for 22 minutes in the Young 2's room there was 1 staff person with 10 children and on 7/7/26 for 6 minutes there was 1 staff person with 8 children. Both times 2 staff would have been needed to meet the staff-to-child ratios in the room.	Same as above Make sure documentation is correct. when signing in and out on clipboard.	7/21/26	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
7/21/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jen Eitland Admin/Director

Date Signed
7/21/2026