Date Correction Plan Due 10/1/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	**TO FILE A COMPLAINT CALL** 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 Cornerstone Kids		**Provider Number / Facility ID Number** 8000594028 / 001 - 2008950	
Address - Facility (Street, City, State, Zip Code) 711 W Montgomery St Sparta WI 546561161	**Telephone Number** 608-487-8150	**Date - Regulation Visit** 8/12/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date** / **Verification Date**
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: A review of attendance records for the week of 8/3/26-8/7/26 showed that 4 children were not signed out on the attendance records. 3 children in the School Age room and 1 child in the 6 months to 18 months room.	I will continue to express the importance of making sure everyone is signed in and out daily. I will also check clipboards for errors to prevent this in the futere.	9/22/26
2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: A review of attendance records showed there was no staff signed into the school age room on 8/4/2026 from 11:00 am until 2:15 pm. There were children signed in for care in the room during this timeframe.	The staff was signed in @ 1055am. She just forgot to sign out when she left that room @ 2:15 Will continue to express importance of signing in and out.	9/22/26

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3	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: A review of attendance records for the week of 8/3/2026 - 8/7/2026 shows multiple days/times where there isn't a teacher per group of children providing supervision.	Always have a lead with each group of children.	9/22/26	
4	251.055(1)(c) **Supervision - Opening & Closing Hours** Description: A review of attendance records for the week of 8/3/2026 - 8/7/2026 shows multiple days/times where unqualified assistant teachers are providing supervision to children. Repeat violation: Previously cited on 7/8/2026	I will not plan to use a sub. Upon hire each staff is immediatly enrolled in first class that is available. then the next Month the next class.	9/22/26	
5	251.055(1)(i) **Person In Sole Charge Of Children - Minimum Age** Description: On the day of the monitoring visit there was a person under the age of 18 providing sole supervision of children in the 6 months to 18 months room when the adult in the room stepped out to bring a sleeping child to the nap room next door. This was observed by the licensing specialist. In addition, on 8/4/2026, based on a review of attendance records, there was another staff under the age of 18 providing sole supervision to children from 8:24 am to 9:30 am in the 6 months to 18 months room. Repeat violation: Previously cited on 7/8/2026	Will work on having the assistant in this room be 18 and if not they will call for an available adult to put baby in the crib room.	9/22/26	

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6	251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: A review of attendance records shows 8 children signed in for care in the 6 months to 18 months room from 8:24 am to 9:30 am on 8/4/2026 and only one staff person signed into the room. The ratio of staff-to-children in this room is 4:1. Repeat violation: Previously cited on 7/8/2026	Upon reviewing records The second staff member just wasn't signed in on the clipboard.	9/22/26	
7	251.06(7)(a) **Indoor Space - Square Footage Per Child** Description: The room capacity for the 2.5 years to 3.5 years room is 17 children. A review of attendance records shows on 8/3/2026 22 children were signed into this room at 4:10 pm. This exceeds the maximum number of children allowed per square footage.	The children were all signed in to one clipboard as they were outside. Will continue to use two clipboards until they come inside	9/22/26	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
9/17/2026

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

Date Signed
9/22/2026