

Date Correction Plan Due 8/19/2025	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)(l) 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 Kids Club		Provider Number / Facility ID Number 0000555670 / 004 - 1009252		
Address - Facility (Street, City, State, Zip Code) 101 S Grant St Belleville WI 53508		Telephone Number 608-289-3378	Date - Regulation Visit 7/29/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff A did not have documentation of a completed eligible background check at the time of the visit.	A background check will be completed.	9/22/25	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A and B did not have documentation of having a physical examination on file due within 30 days of hire.	A physical Exam will be completed on Staff A. Staff B has completed physical Exam on 11/8/23 I will attach her form to this email.	9/22/25	



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3	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Staff A, B and C did not have documentation on file of having completed abusive head trauma preventing training prior to beginning work with children under 5 years of age.</p> <p>Repeat violation: Previously cited on 10/10/2024, 10/17/2023</p>	<p>Abusive Head Trauma Training will be completed by staff A & C. Staff B has completed this prior to employment - I will attach the cert.</p>	9/22/25	
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4	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff C did not have documentation of having completed CPR and AED training within 3 months of beginning work with children.</p> <p>Additionally, Staff B had a CPR and AED training from an agency not approved by the department.</p>	<p>CPR will be completed for staff B & C</p>	9/22/25	
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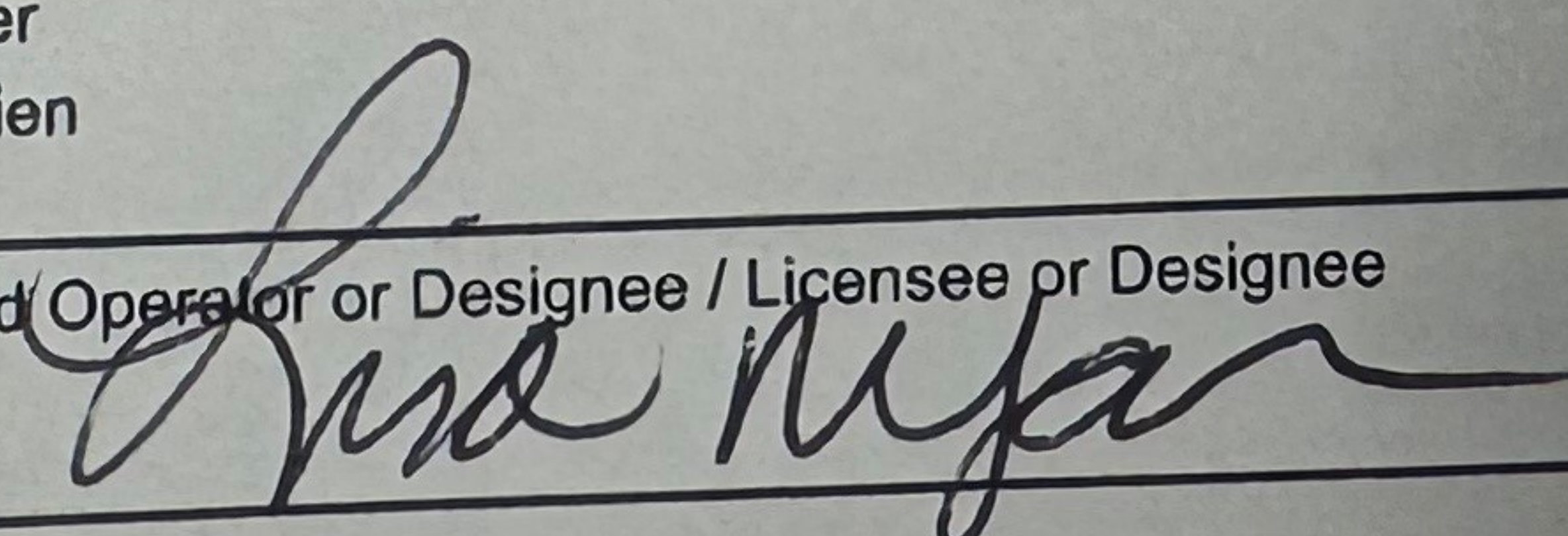
5	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff B did not have documentation on file of having completed Child Abuse and Neglect training within the first week of work at the center.</p> <p>Repeat violation: Previously cited on 10/17/2023</p>	<p>Staff B completed Child Abuse & Neglect Training on 10/25/23 I will attach her cert.</p>	8/25/25	
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6	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff A did not have documentation of having an orientation within the first week of working at the center.	A current orientation was completed on 8/25/25.	8/25/25
7	251.05(4)(c)2m. Continuing Education Requirement - Less Than 8 Months Description: Staff A and B did not have documentation of having at least 2 hours of continuing education per month as required for staff that work less than 8 months per year.	Staff A & B have cont. ed cert. in their file.	8/25/25
8	251.094(4)(c) School-Age Program Leader - Training Description: Staff A, B and C did not have documentation on file of having completed required training for school-age group leader within 6 months after assuming position.	Staff A is no longer employed. Staff B has a Bachelor's Degree in Early Child hood I will attach her cert. Staff B's Registry Cert. is pending. All documents were sent in 6/10/25.	8/25/25

NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
8/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

8/19/2025