

<b>Date Correction Plan Due</b> 10/25/2021	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Appleton's Community Childcare Ctr		1000559971 / 002 - 1007814		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
208 S Pine St Kimberly WI 54136		920-788-8740	10/8/2021	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.055(1)(a) <b>Supervision Of Children</b>  Description: The director self reported that on September 30, 2021, a two-year-old child was left unsupervised on the play yard for approximately 3 minutes.	Playground was re-arranged to improve line of sight supervision through the play house that was involved. Transition routines and requirements were reviewed with staff involved.	10/01/2021	
2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: On September 30, 2021, the staff did not follow their child tracking procedure and do a head count on the children prior to going into the building resulting in a two-year-old child being left on the playground for approximately 3 minutes.	Child tracking procedures and effective transition routines including utilization of child care software for this purpose have been reviewed with involved staff. Review for all staff will be done at Nov 8, 2021 staff meeting.	11/08/2021	

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**NAME** - Certification Worker / Licensing Specialist  
Jill Kellner

Date Issued  
10/11/2021

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Date Signed