

<b>Date Correction Plan Due</b> 10/4/2023	<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> Appleton's Community Childcare Ctr		<b>Provider Number / Facility ID Number</b> 1000559971 / 002 - 1007814		
<b>Address - Facility (Street, City, State, Zip Code)</b> 208 S Pine St Kimberly WI 541362024		<b>Telephone Number</b> 920-788-8740		<b>Date - Regulation Visit</b> 9/13/2023
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: The center self-reported that on September 11, 2023, a child care worker(s) was not supervising a four-year-old child when the child left a classroom unnoticed and went into an empty classroom. The child was unsupervised for approximately 21 minutes.</p> <p>Repeat violation: Previously cited on 10/8/2021</p>	<p>Review procedures for staff tracking at staff meeting</p> <p>Parents will be refreshed on policy surrounding drop off and hand off via message on ChildPilot.</p>	<p>10.11.2023</p> <p>10.4.2023</p>	

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2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The center self-reported that on September 11, 2023, child care worker(s) failed to implement the child tracking procedure to ensure the whereabouts of a 4-year-old child when the child was signed into a classroom without a teacher. The child's whereabouts were unknown for approximately 21 minutes.  Repeat violation: Previously cited on 10/8/2021	Staff were using a new child tracking software. Review of the training and procedures will be implemented with all staff to ensure that they know where to see children when they are signed in and are monitoring children effectively.	10.11.2023

**NAME** - Agency Worker  
Erin Taylor

Date Issued  
9/20/2023

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

*Elizabeth Dabel*

Date Signed

10.4.2023