

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE  
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated July 01, 2025 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
  - Do not include confidential information, including the names of children and staff.
  - Write in concise, plain English.
  - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
  - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
  - **Email:** kimberly.liebhart@wisconsin.gov or
  - **Fax:** (608) 422-6766 or
  - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES  
BUREAU OF EARLY CARE REGULATION  
SOUTHERN REGION  
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

<b>Date Correction Plan Due</b> 7/15/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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)(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> Columbus Club House		<b>Provider Number / Facility ID Number</b> 1000561151 / 001 - 120351		
<b>Address - Facility (Street, City, State, Zip Code)</b> 200 Fuller St Columbus WI 539251647		<b>Telephone Number</b> 920-350-3505	<b>Date - Regulation Visit</b> 6/24/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: The licensee did not maintain an accurate written record of daily attendance with the actual time of arrival and departure for each child when 14 children were recorded as being in attendance but only 5 children were present in the classroom. Staff reported that 9 children left the program to attend summer school, which is in the same building.	Revision of written record of daily attendance will be created to ensure children supervision is recorded accurately.	7/24/2025	
2	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Staff A did not had a record containing the employee's name, address, date of birth, position, pervious work experience in child care and name, address, and phone number of persons to notify in an emergency.	Staff A will receive and complete a staff record to ensure file accuracy.	7/24/2025	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.05(2)(a)2. <b>Staff Record - Completed Background Check</b></p> <p>Description: Documentation from the department indicating a child care background check was completed in the required timeline was not completed when Staff A did not have record of a final eligibility background check. Additionally, the director and staff reported that Staff A was not under constant supervision while working with children.</p> <p>Repeat violation: Previously cited on 2/21/2025</p>	<p>A background check and final eligibility will be completed and filed.</p> <p>All future staff will be required to complete a background check and have their final eligibility filed before supervising children.</p>	7/24/2025	
4	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: A report on a physical examination was not completed within 30 days after the person was hired, when Staff B has not completed a physical examination and their start date was June 11, 2023.</p>	<p>Staff A will be required to obtain a report on physical examination and the document will be filed accordingly.</p>	7/24/2025	
5	<p>251.05(2)(a)8. <b>Staff Record - Orientation</b></p> <p>Description: Staff A and Staff B do not have documentation of having completed an orientation.</p>	<p>Staff A &amp; Staff B will receive required orientation and maintain record in their staff file.</p>	7/24/2025	

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6	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: All employees in regular contact with children did not obtain a current certificate of completion for infant and child CPR approved by the department within 3 months after beginning work when Staff B completed a training not approved by the department.	All staff will attend an infant and child CPR course. Completion will be added to the staff file.	7/24/2025	
7	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Training on child abuse and neglect reporting requirements within one week after beginning work when Staff B's start date was June 11, 2023 and they have not completed the required training.  Additionally, Staff A's start date was June 9, 2025, and they have not completed the required training.	Staff B & Staff A will attend Child Abuse & Neglect Training and their certificate of completion will be added to their file.	7/24/2025	

**NAME** - Agency Worker  
Kimberly Liebhart

Date Issued  
7/1/2025

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

Date Signed  
7/14/2025