Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/7/2026		608-422-6765

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		Provider Number / Facility ID Number
Columbus Club House		1000561151 / 001 - 120351
Address - Facility (Street, City, State, Zip Code) 200 Fuller St Columbus WI 539251647	**Telephone Number** 920-350-3505	**Date - Regulation Visit** 7/16/2026

	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 D has not passed their final background check. Repeat violation: Previously cited on 6/24/2025, 2/21/2025	Staff D's final background check results have been added to their file	7/17/2026	
2	251.05(3)(g)1. **Assistant Child Care Teacher - Supervision** Description: An assistant child care teacher was not under the supervision of a child care teacher when on June 10, 2026, staff A and staff D were working with children without the supervision of a lead teacher.	All qualifying paperwork has been added to staff files	7/17/2026	

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3	251.05(4)(a) **Staff Orientation - Develop, Implement, Document** Description: Staff A did not receive an orientation within their first week at the center when they began working on 06/24/2026, and they have not had an orientation.	Staff A has signed their orientation verifying it was done within their first week.	7/16/2026	
4	251.06(2)(f) **Telephones & Emergency Phone Numbers** Description: The center did not have a list of local emergency telephone numbers known to the providers.	Emergency & staff numbers have been updated and added to the Parent board.	7/20/2026	
5	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: The director did not maintain a record of dates and times all fire and tornado drills are practiced when the record did not have a written record of practice drills for May and June.	Our drills sheet has a designated spot to ensure record accuracy.	7/17/2026	
6	251.07(5)(b)5. **Eating Surfaces - Cleaned, Sanitized** Description: Eating surfaces are not being washed and sanitized when staff reported they are sanitizing the tables but not washing them.	Staff has been retrained on Sanitation Procedures.	7/20/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Kimberly Liebhart

Date Issued
7/24/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Natalie Clark

Date Signed
8/7/2026