

Date Correction Plan Due 7/6/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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 Red Caboose Child Care Center Inc.		Provider Number / Facility ID Number 6000557946 / 001 - 120043	
Address - Facility (Street, City, State, Zip Code) 2346 Winnebago St Madison WI 537045498		Telephone Number 608-256-1566	
Rule/Statute Number Noncompliance Statement		Correction Plan	
1	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Each child was not supervised by a child care worker who was within sight and sound of the children to prevent harm and ensure safety when on June 3rd, 2026, a 3 year old child left the group without staff noticing and was unsupervised for approximately 30 minutes in room in the center.</p> <p>The incident was self reported by the center.</p>	<p>Expected Completion Date</p> <p style="font-size: 2em; text-align: center;">6-30-26</p>	<p>Date - Regulation Visit 6/15/2026</p> <p>Verification Date</p>

Name - Certified Operator / Licensed Center Red Caboose Child Care Center Inc.		Provider Number / Facility ID Number 6000557946 / 001 - 120043	
Address - Facility (Street, City, State, Zip Code) 2346 Winnebago St Madison WI 537045498		Telephone Number 608-256-1566	
Rule/Statute Number Noncompliance Statement		Correction Plan	
2	251.055(1)(f) Child Tracking Procedure Description: The center did not adhere to their procedure for child tracking to ensure that whereabouts of all children are known to staff at all times when staff failed to call a child's name during a transition to outdoor play.	To prevent future occurrences, Red Caboose has implemented the following corrective actions: All staff have been retrained on active supervision, face-to-name attendance verification, child accountability procedures, and transition expectations. Each child is assigned to a staff member through a visual care group board and child accountability clips. Staff are responsible for maintaining supervision of the children assigned to their care group at all times. During arrivals, transitions, and attendance checks, staff must complete face-to-name verification using both the classroom attendance roster and the child accountability clips worn on their lanyards. This creates a two-way authentication process to ensure accurate child counts and accountability. When responsibility for a child is transferred to another staff member, the child's accountability clip must be physically transferred to the receiving staff member. This creates a clear chain of responsibility for every child. Infant and One-Year-Old classrooms will utilize Procure Name-to-Face attendance verification while continuing to use care group boards to maintain consistency throughout the center. Staff will continue to conduct ongoing monitoring through classroom observations, attendance audits, and transition checks to ensure compliance with supervision and accountability procedures. Staff involved in the incident have received written disciplinary action and have been placed on probation. Any future licensing violation, child accountability failure, or supervision-related incident during the probationary period may result in termination of employment.	Expected Completion Date 6-30-26
		Verification Date	

NAME - Agency Worker
 Michelle Garcia, Sarah Stormont

Date Issued
 6/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

6-22-2026