

Date Correction Plan Due  
4/16/2024

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

TO FILE A COMPLAINT CALL  
920-785-7811

**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 noncompliances. 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> Beautiful Minds Family Day Care		<b>Provider Number / Facility ID Number</b> 9000573799 / 003 - 1012311	
<b>Address - Facility (Street, City, State, Zip Code)</b> 463 Spring Road Dr Neenah WI 54956		<b>Telephone Number</b> 920-475-2875	<b>Date - Regulation Visit</b> 4/1/2024
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	250.04(6)(a)4.a. <b>Child Record - Physical Exam - Under 2</b>  Description: One child did not have a current (once every 6 months) physical in their file - see checklist.  Repeat violation: Previously cited on 6/13/2022	Requested from both parents and will give 2 weeks time. I will reset my phone to remind each parent when a state form is due.	5/1/2024
2	250.04(6)(a)4.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: One child did not have a current (once every 2 years) physical in their file - see checklist.  Repeat violation: Previously cited on 5/18/2023, 12/5/2022	I sent this form to the doctor's office myself. I will reset my phone for reminders to each parent when a state form is due.	5/1/2024

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Beautiful Minds Family Day Care

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Expected  
Completion Date

Verification  
Date

3 250.04(6)(a)4m.  
**Child Record - Immunization History Compliance**

Description: One child did not have their immunization history in their file - see checklist.

Repeat violation: Previously cited on 5/18/2023

I requested that the parent print out all immunization history and they had delivered to me the next day

Completed  
4/2/2024

4 250.05(3)(e)2.  
**Provider Training - Current Cpr Certificate**

Description: The provider did not have a current CPR certificate in her file. Hers had expired on 1/4/24.

I am trying to coordinate my schedule with the CPR dates. will complete by the end of April

4/30/24

5 250.05(4)(c)4.  
**Continuing Education - Documentation Of 12 Month Period**

Description: The provider could not locate her 2023 15 hours of continuing Education.

Repeat violation: Previously cited on 10/19/2023, 5/18/2023

I do have the continuing education completed. just have to write up all information.

4/30/24

6 250.07(6)(b)1.  
**Medical Log Book**

Description: The provider could not locate her medical log book.

Repeat violation: Previously cited on 10/19/2023, 5/18/2023

medical log book will be placed in the file folder box. I will

4/30/24

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7	250.09(1)(c)1. Infant & Toddler - Information For Providing Individualized Care  Description: one intake was not updated and accurate - see checklist.	I have checked all intake folders (children files) All intake have been updated & accurate	4/1/24

**NAME - Agency Worker**  
Jill Kellner

**Date issued**  
4/2/2024

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

*Sharon H. [Signature]*

**Date Signed**

4/12/2024