

BHG | September 2022

Date Correction Plan Due
3/10/2025

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 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 Beautiful Minds Family Day Care	Provider Number / Facility ID Number 9000573799 / 003 - 1012311
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Address - Facility (Street, City, State, Zip Code) 463 Spring Road Dr Neenah WI 54956	Telephone Number 920-475-2875	Date - Regulation Visit 2/20/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(3)(c) Report - Construction, Remodeling Description: the provider did not notify licensing in writing that the garage was being remodeled and that construction has begun.	My apologies I thought I had 24 hours I also misunderstood that the Garage would have to be repaired. My children don't stay in my garage. I will remember to report any construction in the future.	2/20/25	2/20/25
2	250.04(6)(a) Child Record - Maintenance, Availability Description: One child did not a file at the center - see checklist.	The child was a 9 week delay that was not transition age and had been sick. The parent and I worked together and had the file along with all state forms by the end of the day. emailed pictures of completed files to licenser 2/20/25	2/20/25	2/20/25

Small Minds Family Day Care
Address - Facility (Street, City, State, Zip Code)
463 Spring Road Dr Neenah WI 54956

Provider Number / Facility ID Number

9000573799 / 003 - 1012311

Rule/Statute Number Noncompliance Statement	Telephone Number 920-475-2875	Date - Regulation Visit 2/20/2025	
		Expected Completion Date	Verification Date
3 250.04(6)(a)4.a. Child Record - Physical Exam - Under 2 Description: One child did not have an updated physical (once every 6 months) on file - see checklist. Repeat violation: Previously cited on 4/1/2024		will continue to remind parents to complete forms on time! 3/8/2025 ✓ received 3/12/25 per text sent 3/13/25	
4 250.04(6)(a)4.b. Child Record - Physical Exam - Over 2, Under 5 Description: One child did not have a current (once every 2 years) physical on file - see checklist. Repeat violation: Previously cited on 9/24/2024, 4/1/2024, 5/18/2023		will continue to remind parents to complete forms on time! will flag on calendar! 2/24/25 sent email w/ pic to her of	
5 250.05(4)(c)4. Continuing Education - Documentation Of 12 Month Period Description: The provider did not have her 15 hours of continuing education for 2024 Repeat violation: Previously cited on 9/24/2024, 4/1/2024, 10/19/2023, 5/18/2023		Will complete the continuing education form showing proof of completion.	3/20/25
250.06(9)(j) Meals & Snacks - Records Description: The provider could not locate her last 3 months of menus. Repeat violation: Previously cited on 10/19/2023		Will locate 3 months of our day care menus.	3/20/25

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7	250.07(6)(b)2. Medical Log Book - Pages And Entries Description: The pages in the medical log book were not numbered on each page. The page on the reverse side was skipped.	Will complete the page numbers more accurately completed right away	3/20/25	
8	250.07(7)(a) Pets & Animals - Health & Immunization Description: One dog did not have a current rabbies vaccination - it expired in January 2025	will make plan to set reminders of animal vaccination expirations!	completed 2/2/25 was set sent to licensee w/ picture to licensee	

NAME - Agency Worker
Jill Kellner

Date Issued
2/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Shelli A Raab

Date Signed
2/24/2025
 SR