

Date Correction Plan Due 1/6/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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.

Name - Certified Operator / Licensed Center Step Ahead Child Care Center		Provider Number / Facility ID Number 9000590749 / 002 - 2005895		
Address - Facility (Street, City, State, Zip Code) 280 Cardinal Ln Green Bay WI 543139574		Telephone Number 920-662-9678	Date - Regulation Visit 11/26/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.06(3)(b)2. Emergencies - Practice Written Plans Description: The center failed to practice fire and tornado drills during the months of September and October.	Drills were planned and carried out all other months and placed on calendar for future to ensure they are not overlooked	Completed 11/27/24	
2	251.07(4)(d) Naps Or Rest Periods - Individual Bedding Description: One classroom failed to have sheets covering the mats that children were napping on.	Reviewed the need to use sheet on cot if not using a sleeping bag with teachers. Extras are kept in the center to use when a child doesn't have one. Reminders to parents to provide a sheet if they do not send a sleeping bag	11/27/24	

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3	251.09(1)(k) Infant & Toddler - Bedding Description: Based on observation, a staff member was holding an infant and had a blanket covering the child's face and head.	Spoke with staff member and reviewed rules. Directed infant rooms to not use loose blankets in the classroom at all (rather than just not allowing them in the cribs) to avoid this from happening.	11/27/24	
4	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: One staff member reported that they do not leave the disinfecting solution on the diaper changing table for the required amount of time.	Reviewed disinfecting rules with licensor as her and I both had the wrong information. Reviewed correct rules with all staff so that they wait one minute before wiping down the changing area bleach solution	11/27/4	

NAME - Agency Worker
Gina Linssen

Date Issued
12/23/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Nikki Vicker

Date Signed
12/26/24