

Date Correction Plan Due
4/14/2026

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
715-930-1148

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	
Cassie's Kids		3000592443 / 001 - 2007601	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
1090 20Th St Cameron WI 548229543		715-642-4082	3/25/2026
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 250.04(6)(a) Child Record - Maintenance, Availability</p> <p>Description: There were no files available for review for the provider's own children, Child #7 and Child #8.</p>	<p>All required child records were immediately reviewed, updated, and organized to ensure they are complete & accessible. A system has been implemented to review all child files monthly to ensure compliance.</p>	<p>Already Compliant, 4/6/26.</p>	
<p>2 250.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: The attendance was not current and accurate on the day of the monitoring visit when none of the children were signed in on the attendance record.</p>	<p>Attendance records were updated to reflect accurate arrival and departure times for all children. Attendance will be recorded in real-time as children arrive & depart. A consistent routine has been established to maintain compliance.</p>	<p>Already Compliant, 4/6/26.</p>	

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3	250.05(2)(c) Staff File - Days, Hours Worked Description: Upon a review of files from the past 3 months, there was no documentation of the days and hours worked by the provider as is required by rule.	Days 3 hours worked were reviewed & documented to meet licensing requirements. A log will be maintained daily to track hours worked. Records will be reviewed weekly to ensure accuracy & completeness.	Already Compliant, 4/6/26.	
4	250.055(2)(a) Maximum Number Of Children In Care Of The Center Description: On the day of the monitoring visit, the maximum number of children in care of the center exceeded 8 when the Licensing Specialist observed 9 children in care of the center. Rule states at no time may more than 8 children be in care of the center.	Ratios were immediately adjusted to meet licensing limits. My own children, under age 7, are included in my group size. Daily attendance will be closely monitored to ensure capacity limits are never exceeded.	Already Compliant, 4/6/26.	
5	250.055(2)(b) Maximum Number Of Children In Care Of The Provider Description: It was observed by the Licensing Specialist on the day of the visit that 2 children under 2 years of age and 7 children over 2 years of age were in care, exceeding the maximum number of children that one provider may care for as specified in Table DCF 250.055.	The number of children under age 2 was adjusted to comply with licensing ratios. Scheduling will be managed to ensure ratios are always followed.	Already Compliant, 4/6/26.	

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6	250.07(6)(g)1. Hand & Face Washing Description: It was observed by the Licensing Specialist that children did not wash their hands before lunch.	Proper handwashing procedures were immediately reinforced, & all children were guided to wash hands before meals. Visual reminders & verbal prompts will be used consistently. Supervision will ensure all children follow proper washing procedures every time.	Already Compliant, 4/6/26.	

NAME - Agency Worker

Amelia Gruber

Date Issued

3/31/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

4/6/26

