

<b>Date Correction Plan Due</b> 7/3/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Uca Cultural Care DbA Kids Art Hub		<b>Provider Number / Facility ID Number</b> 3000592903 / 001 - 2007993		
<b>Address - Facility (Street, City, State, Zip Code)</b> 906 E Walnut St Green Bay WI 543014404		<b>Telephone Number</b> 920-489-8300	<b>Date - Regulation Visit</b> 6/17/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: 2 staff members D and E, did not have files completed at the facility - see checklist.	Staff will be informed and proper documents will be added to their file. <i>System maintaining documents required.</i>	6/18/25	6/23/25
2	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: All 5 staff members did not have a staff record form in their files - see checklist.	Staff will be given form to fill out and placed in their employee files	6/18/25	6/23/25

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3 251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: Two staff members, D and E, did not have a completed background check in their files nor were they in the providers portal.	Background check will be inserted in file once recieved - Background check completed 6/17/25	6/20/25	6/20/25
4 251.05(2)(a)8. <b>Staff Record - Orientation</b>  Description: All 5 staff members were missing their orientation in their file - see checklist.	Orientation class Scheduled and paperwork will be added to files when completed	6/20/25	6/20/25
5 251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Three staff members C, D, E, were missing their child abuse and neglect training in their files - see checklist.	Child Abuse & Neglect training is scheduled for D & E. For employee C - the paperwork will be placed in file	6/24/25	
6 251.05(3)(gr)1. <b>Meal Prep Personnel - Age</b>  Description: The cook was 16 years old.	A new meal prep emp- will be assigned.	6/18/25	6/18/25

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7	251.05(3)(gr)2. <b>Meal Prep Personnel - Orientation</b>  Description: The cook (staff D) was missing his orientation in his file.	a new cook will be assigned and the correct paperwork will be added to file	6/18/25 6/18/25
8	251.05(3)(gr)3.a. <b>Meal Prep Personnel - Training</b>  Description: The cook (staff D) was missing his training requirements of 4 hours of food safety and sanitation prior to beginning employment in his file.	A new cook will be assigned and the correct training will be added to file	6/18/25 6/18/25

**NAME - Agency Worker**  
Jill Kellner

**Date Issued**  
6/19/2025

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

**Date Signed**

6/23/25