

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Early Care and Education

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

TO FILE A COMPLAINT CALL  
920-785-7811

Date Correction Plan Due  
1/24/2025

**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)(l) 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 Wee Winni Child Care Center Inc		Provider Number / Facility ID Number 0000559650 / 001 - 420382	
Address - Facility (Street, City, State, Zip Code) 700 W Linwood Ave Oshkosh WI 549011823		Telephone Number 920-230-2781	Date - Regulation Visit 1/8/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(3)(a) <b>Report - Incident Or Accident</b>  Description: Facility did not report an incident on 10/30/24 where a child fell and hit face on floor and needed medical attention.	Always report incidents when they happen	1/8/2025	
2 251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: One child did not have their immunization record in their file after 30 days of enrollment- see checklist.  Repeat violation: Previously cited on 5/30/2024, 8/2/2023, 3/3/2023	Put all childrens updated immunization records in their files	1/13/2025	

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3 251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: One child did not have a current (updated once every 6 months) physical in their file - see checklist.  Repeat violation: Previously cited on 5/30/2024, 3/3/2023	Make sure all children have updated physicals in files	1/13/2025	
4 251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: One staff member did not have a staff record in her file - see checklist.  Repeat violation: Previously cited on 2/12/2024, 8/2/2023, 3/3/2023	Update staff member files	1/13/2025	
5 251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: One staff member did not have 15 hours of continuing education documented for 2024 - see checklist.  Repeat violation: Previously cited on 8/16/2024, 5/30/2024, 8/2/2023, 3/3/2023	Have all staff members complete cont. ed	1/31/2025	

NAME - Agency Worker  
Jill Kellner

Date Issued  
1/10/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Dicki Wenig*

1/15/2025