

<b>Date Correction Plan Due</b> 2/19/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 262-446-7800
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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> Almost Home Child Dev Center Llc		<b>Provider Number / Facility ID Number</b> 3000572923 / 001 - 1005237		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1005 N Lake Rd Oconomowoc WI 53066		<b>Telephone Number</b> 262-569-5655	<b>Date - Regulation Visit</b> 1/24/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff F's training in child abuse & neglect laws, identification, and reporting was expired.	Staff member Completed CAN training.	1/28/24	
2	251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: Staff D and G did not have documentation of 15 hours of continuing education completed in 2023.	Reminders of cont. edu requirement will be addressed at staff meeting.	2/19/23	

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3	251.06(4)(a) <b>Fire Extinguishers - Operable, Inspected, Labeled</b>  Description: The fire extinguishers in the center were not inspected within the past year.	We will be contacting an agency or FD to come check our fire extinguishers.	3/1/24	
4	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: Two medications in the center did not have the timeframes of the authorizations documented.  Repeat violation: Previously cited on 6/28/2023	Employees will be re-oriented on how to be sure med forms are properly filled out at the staff meeting 2/19/24	2/19/24	
5	251.07(6)(f)6. <b>Current Authorizations For Medications On Premises</b>  Description: Two medications in the center had expired authorizations. Two medications did not have authorizations from the parent.	Expired authorizations will be filed and the medications will be sent home if not for emergency situations	2/9/24	
6	251.08(4)(b) <b>Driver Orientation - Requirement</b>  Description: Staff D's documentation of driver training was expired when it was completed more than one year prior to the visit date.  An order was issued for this violation on February 18, 2022.  Repeat violation: Previously cited on 6/28/2023, 2/9/2022	Driving training will be completed within 1 week + before that staff member needs to transport kids	2/9/24	

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7	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Not all bottles in the large refrigerator near the infant rooms were dated.  Repeat violation: Previously cited on 6/28/2023, 6/21/2022, 2/9/2022	Employees will be required to check the bottles when children arrive and double check labels + dates.	2/19/24

**NAME - Agency Worker**  
Cindy Matuszak

Date Issued  
2/5/2024

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

Date Signed  
2/8/24