

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due** 7/5/2022

**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, you will be given a notice of the sanction and / or penalty and your appeal rights.

**Name - Certified Operator / Licensed Center**  
Sunbrook Child Care Center

**Address - Facility (Street, City, State, Zip Code)**  
311 Madison St Marshall WI 53559

**Telephone Number**  
608-655-1324

**Date - Regulation Visit**  
6/20/2022

**Provider Number / Facility ID Number**  
7000582397 / 001 - 1011799

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(2)(a)2. <b>Staff Record - Completed Background Check</b>  Description: A child care worker did not have a completed child care background check that indicated they were eligible to work in the program prior to starting work.  Repeat violation: Previously cited on 12/3/2021	redid background check and set up fingerprint appt.	7/8/22	
2 251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The director or director designee did not document in the medical log book that the records were reviewed with staff every 6 months when the last documented review date was on June 2021.	updated Medical log Set reminder on Google Calendar	4/20/22	

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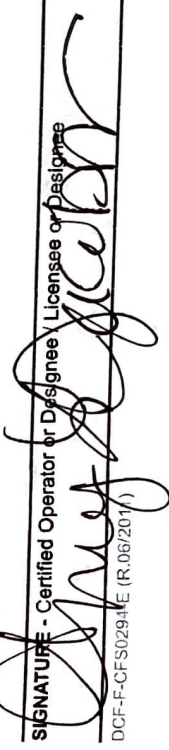
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3 251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b> Description: Child care worker did not document changes in a child development and routines every three months based on discussion with parents.	updated Intake forms and set reminder on google calendar	6/20	

NAME - Certification Worker / Licensing Specialist  
Michelle Garcia

Date Issued  
6/21/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee  


Date Signed  
7/11/22