

Date Correction Plan Due 11/1/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL 920-785-7811</b>
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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.

Name - Certified Operator / Licensed Center Home Child Care Center		Provider Number / Facility ID Number 6000584186 / 001 - 1013793		
Address - Facility (Street, City, State, Zip Code) W6338 Dogwood Ln Menasha WI 549528108		Telephone Number 920-687-8736	Date - Regulation Visit 10/17/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(6)(a) <b>Child Record - Maintenance, Availability</b>  Description: Two children did not have enrollment forms in their files - see checklist.	I informed Jill that the Parents would fill out the forms at pick-up on 10/17/24 which they did. Forms were sent to her by 5:00 pm that day.	10/17/24	

NAME - Agency Worker  
Jill Kellner

Date Issued  
10/18/2024

*Brinda Dunham*

10/22/24