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| <b>Date Correction Plan Due</b><br>9/26/2025 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | <b>TO FILE A COMPLAINT CALL</b><br>715-930-1148 |
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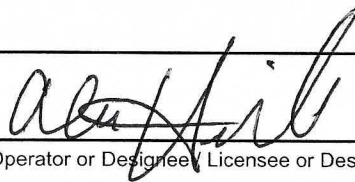
**Use of Form:** This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) 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.

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| <b>Name - Certified Operator / Licensed Center</b><br>Altoona Family Child Care Ctr Llc            |  | <b>Provider Number / Facility ID Number</b><br>0000584720 / 002 - 1014543 |   |                          |
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>819 S Hillcrest Pkwy Altoona WI 54720 |  | <b>Telephone Number</b><br>715-552-5437                                   | <b>Date - Regulation Visit</b><br>5/28/2025 |                          |
|  | <b>Rule/Statute Number</b><br><b>Noncompliance Statement</b>   | <b>Correction Plan</b>  | <b>Expected Completion Date</b>             | <b>Verification Date</b> |
| 1  | 251.05(3)(cm)<br><b>Child Abuse &amp; Neglect - Biennial Training</b><br><br>Description: There was not documentation of Staff F having received training within the past 2 years, on child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. | Staff member has updated training.  | 5/28/25                                     |                          |
| 2  | 251.05(3)(g)2.<br><b>Assistant Child Care Teacher - Qualifications</b><br><br>Description: Staff B has worked as an assistant teacher for more than six months and there is not documentation of the staff person meeting the educational qualifications of an assistant teacher.<br><br>Repeat violation: Previously cited on 10/28/2024  | Staff member will complete training classes to meet standards             | 12/31/25                                    |                          |

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| 3  | 251.05(4)(c)1.<br><b>Continuing Education Requirement - Full Time Staff</b><br><br>Description: Documentation of Staff A, C, D, and F, having participated in 15 hours of continuing education for 2024 could not be located.   | Staff members<br>will complete<br>yearly continuing<br>education          | 12/31/25                                    |                              |
| 4  | 251.06(9)(d)1.c.<br><b>Food Storage - Cold Storage Thermometers</b><br><br>Description: There was not a thermometer in the Lullaby Room's refrigerator.   | Thermometer will<br>be placed in<br>fridge                                | 5/28/25                                     |                              |
| 5  | 251.09(1)(e)<br><b>Infant &amp; Toddler - Provider Training</b><br><br>Description: Staff B, D, and E were missing documentation of have completed a minimum of 10 hours of training in infant and toddler care, approved by the Department, within 6 months after beginning to care for children under two years of age.<br><br>Repeat violation: Previously cited on 10/28/2024 | Staff will<br>complete<br>inf/tod class                                   | 12/31/25                                    |                              |

**NAME - Agency Worker**  
April Callihan



**Date Issued**  
9/12/2025

9/12/25

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

**Date Signed**