

Date Correction Plan Due 7/30/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Our Kids Soar Academy		Provider Number / Facility ID Number 9000588669 / 001 - 2000620		
Address - Facility (Street, City, State, Zip Code) 302 E Thomas St Rice Lake WI 548683089		Telephone Number 715-475-1533	Date - Regulation Visit 6/18/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) Current, Accurate Information Description: The licensee did not ensure that all information provided to the Department was accurate when a staff member falsely stated to a Department representative, that she had not, nor did she have knowledge of staff using or having vape pens on the child care premises. The Department was provided pictures of the same staff person holding a vape pen near her face in the outdoor play space, and the staff leaving the vape pen next to her keys and attendance clipboard on a table within the outdoor play space.	After the licensee Reviewed the photo's staff member was terminated. employee handbook updated, and staff meeting was provided training.	7/2/25	

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2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: A physical examination report on a form provided by the Department that was completed not more than 12 months prior to nor more than 30 days after the person was hired was not available for Staff C or D. The report shall be signed and dated by a licensed physician, physician's assistant, or other HealthCheck provider. The report shall indicate that the person is free from illnesses detrimental to children, including tuberculosis, and that the person is physically able to work with young children.	Staff C. is scheduled for her health report to be done. Staff D. was terminated.	7/16/25
3	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: There was not documentation available for review to identify that Staff C and D were qualified as teachers or assistant teachers. Both staff were reported to have provided sole supervision to groups of children for extended periods of time on multiple days, including sometimes full-days.	Staff C will complete all qualified classes on 7/25/25. Staff D. was terminated on 7/2/2025.	7/16/25

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4	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: There was not at least one child care teacher supervising each group of children when according to multiple staff statements, a review of attendance records, and documentation of staff hours' when counted in ratio, an unqualified assistant teacher provided sole supervision to the Preschool Room for the majority of the day on 06/17/25 (Staff C), as well as other days. In addition, an unqualified assistant teacher (Staff D) provided sole supervision to children in the EPS Room on multiple occasions.</p>	<p>Lead teacher will be in room with un-certified teacher.</p> <p>Child care teachers are enrolled in classes that are required.</p>	7/25/25	
5	<p>251.055(1)(c) Supervision - Opening & Closing Hours</p> <p>Description: According to multiple staff statements, a review of attendance records, and documentation of staff hours' when counted in ratio, and direct observation by DCF licensing representatives, an unqualified assistant teacher provided sole supervision to the Preschool Room for the majority of the day on 06/17/25 (Staff C), as well as other days. Only an assistant teacher who is 18, and has documentation of completing the training may provide sole supervision in full-day centers for the first 2 hours and the last 2 hours of center operation.</p>	<p>Staff C will have all required class Done by 7/25/25</p>	7/25/25	

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6	251.055(1)(f) Child Tracking Procedure Description: The center did not implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times when a child was moved back and forth between the Toddler and Infant Rooms on 06/17/25, and the center did not consistently document the child's whereabouts on the attendance record. Repeat violation: Previously cited on 3/12/2025	We will transfer documents and sign children in on proper clipboard when transferring rooms.	7/16/25	
7	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: According to staffs' statements and pictures provided to the Department, a marijuana pen was plugged in and charging in the Toddler Room on the counter, and a vape pen was accessible to children next to a staff person's keys and attendance clipboard on a table in the outdoor play space. Repeat violation: Previously cited on 5/30/2024	Staff was terminated on 7/2/2025 Held Staff meeting talk about Vaping Policy	7/16/25	
8	251.06(2)(h) Smoking Prohibited On Premises And In Vehicles Description: According to staffs' statements and pictures provided to the Department, staff are using vape pens on the premises of the child care center when children are in care.	Staff member was terminated on 7/2/2025	7/16/25	

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9	251.07(2)(c)1. Time Out - Age Description: According to staff interviews a staff was placing children in the EPS Room, who are under 3 years of age, in time-outs to manage their behaviors. The use of time-outs is prohibited with children under age 3.	Children will not be given given time-outs at all. Staff was retrained on time-out policy. Staff member was terminated on 7/2/25	7/16/25	
10	251.07(2)(e) Child Guidance - Prohibited Actions Description: Multiple staff interviews identified a staff person was yelling at her own children who are in care of the center, as well as, threatening these same children: - "Bring that over here, so I can beat you over the head with it!" - "Come over here, so I can punch you on the head!" - "I'm going to light you up!" According to staffs' statements, the same staff member frequently yells at other children in care of the center.	Staff member was terminated on 7/2/2025	7/2/25	
11	251.07(6)(dm)3.b. Medical Log - Injury In Care Description: An injury a child sustained while in care of the EPS Room on June 2, 2025, was not documented in the medical log book, as required. The record shall include the child's name, the date and time of the injury, and a brief description of the facts surrounding the injury.	Staff members will properly document in medical log book, when kids are injured with proper date, time and signatures	7/16/25	

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12	251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: Each toddler was not cared for by a regularly assigned child care worker in a self-contained room or area when according to multiple staff, a toddler moves back and forth between the Infant and Toddler Rooms depending on the number of children in care at the time, and/or to adjust classroom sizes for staffing ratios.	Staff will insure that Toddlers are cared for by assigned staff member that Day.	7/16/25

NAME - Agency Worker
April Callihan, Amelia Gruber

Date Issued
7/16/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Jenay Hammang

7/17/25