

Date Correction Plan Due 10/24/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Academy Of Little Vikings		Provider Number / Facility ID Number 8000588578 / 001 - 2002367		
Address - Facility (Street, City, State, Zip Code) 1991 Commerce Dr Mount Horeb WI 535729100		Telephone Number 608-237-1826	Date - Regulation Visit 10/9/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A and Staff B, who have been working longer than 30 days, are missing a physical examination report.	<ul style="list-style-type: none"> • gave staff paperwork + had them complete it • put in place new policy to check files for paperwork • added due dates to orientation 	10/10/23	
2	251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care worker to guide the children's behavior and activities when, on 9/11/23 a 3-year-old child went into a classroom without staff and was unsupervised for approximately 4-5 minutes. The center corrected the issue right away by reviewing tracking procedures with staff. This incident was self-reported by the center.	<ul style="list-style-type: none"> • renewed tracking with all staff + had them sign a policy • added to our weekly newsletter • will add into our staff meeting agenda 	10/10/23	

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NAME - Agency Worker
Rebecca Hrovat

Date Issued
10/10/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

10/11/23