

<b>Date Correction Plan Due</b> 3/26/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Superior Children's Learning Center		<b>Provider Number / Facility ID Number</b> 2000589912 / 001 - 2004801	
<b>Address - Facility (Street, City, State, Zip Code)</b> 1400 N Superior Ave Tomah WI 546601132		<b>Telephone Number</b> 608-567-2008	<b>Date - Regulation Visit</b> 2/26/2026
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date Verification Date</b>
1	<p>251.04(2)(c) <b>Current, Accurate Information</b></p> <p>Description: The center director was not forthcoming with accurate information about the time of her arrival the morning of the monitoring visit. She would have been the 3rd staff needed to be counted in ratio at 8:21am when enough children arrived at the center that would have required the group in the opening room to split in order to maintain maximum group size. It took several times of asking and prompting by both licensing specialists in order to receive an accurate answer. The information was needed from her in order to determine staff-to-child ratio because her start time was not documented.</p> <p>Repeat violation: Previously cited on 12/12/2024</p>	<p>have Schedules adjusted for proper staff to child ratio</p>	<p>2/27/26</p>

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2	<p>251.04(3)(h)  <b>Report - Change In Room Usage</b></p> <p>Description: The center failed to report a change in room usage. The center is using the upper middle room for children under one year of age. This space has not been previously approved for use by children under the age of one. Changing the use of a room requires a written report to the department at least 20 working days prior to the change and shall be approved by the department prior to the change.</p>	<p>We changed to opening in the baby room and closing in the baby room.</p>	<p>2/27/26</p>	
3	<p>251.04(6)(a)6m.  <b>Child Record - Immunization History</b></p> <p>Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 was not observed in the file for Child #6 and Child #7.</p> <p>Repeat violation: Previously cited on 1/16/2025, 6/27/2024</p>	<p>I was able to get updated ones from parents on 2/27</p>	<p>2/27/26</p>	
4	<p>251.04(6)(a)8.a.  <b>Child Record - Physical Exam - Under 2</b></p> <p>Description: Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor later than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter. Child #3 does not have documentation of a follow-up exam within the past 6 months.</p> <p>Repeat violation: Previously cited on 6/27/2024</p>	<p>I was able to get updated ones from parents on 2/27</p>	<p>2/27/26</p>	

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5	<p>251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b></p> <p>Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Child #5 and Child #7 have been in care longer than 3 months and did not have a child health report on file.</p> <p>Repeat violation: Previously cited on 7/24/2025, 6/27/2024</p>	<p>I was able to get updated ones from parents on 2/27/26</p>	<p>2/27/26</p>	
6	<p>251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: A review of the attendance records for the week of the monitoring visit showed the attendance records were not accurate when several children were either not signed in or not signed out on the attendance records on days prior to the monitoring visit.</p> <p>Repeat violation: Previously cited on 4/11/2025, 6/27/2024</p>	<p>We did adjust how we use attendance sheets and have one just for opening</p>	<p>2/2/26</p>	
7	<p>251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b></p> <p>Description: Staff D is missing a certificate from The Registry documenting that the person has met the educational qualifications for the position and the person has worked as a teacher, director and/or administrator at the center for at least 6 months.</p> <p>Repeat violation: Previously cited on 7/24/2025, 1/16/2025, 6/27/2024</p>	<p>was available to print the following week</p>	<p>3/3/26</p>	

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8	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: A review of the attendance records for the week of the monitoring visit shows the center does not have accurate documentation of days and hours worked and in which specific room for staff who are being counted in staff-to-child ratio. On 2/24/26, there are 11 children signed in before 7:50am and no documentation of the staff that was with them. On 2/25/26, there are 4 children signed in before 7:25am and no documentation of the staff that was with them.</p> <p>Repeat violation: Previously cited on 1/16/2025, 6/27/2024</p>	<p>We adjusted how we do attendance sheets along with having one for opening</p>	3/2/26	
9	<p>251.05(4)(c)9. <b>Continuing Education - Documentation Of 12 Month Period</b></p> <p>Description: Contrary to rule, Staff B and C did not have documentation of enough hours to meet the yearly requirement of 15 continuing education hours needed in 2025.</p> <p>Repeat violation: Previously cited on 1/16/2025, 6/27/2024</p>	<p>Signed staff B + C up for more online courses</p>	3/23/26	
10	<p>251.055(2)(d) <b>Mixed Age Group With Children Under Age 2 - Group Size</b></p> <p>Description: On the morning of the licensing visit, there were 5 children under the age of 18 months in the group of 10 children in the upper room. Rule states when infant and toddlers are part of a mixed-age group, the size of the group may not exceed 8.</p> <p>Repeat violation: Previously cited on 4/11/2025, 6/27/2024</p>	<p>adjusted where we open and staff schedules</p>	3/3/26	

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11	251.055(2)(L) <b>Staff-To-Child Ratios - Non-Classroom Duties</b>  Description: Child care workers shall be free of non-classroom duties when they are counted in meeting staff-to-child ratios. The center director, who was needed to meet staff-to-child ratios on the morning of the visit, was not free of non-classroom duties when she prepared breakfast instead of going into a classroom.  Repeat violation: Previously cited on 6/27/2024	We either have low number days or I prep breakfast the night before	3/4/26	
12	251.06(2)(g) <b>Stairs, Walks, Ramps, Porches - Safety</b>  Description: The ramp outside the upper middle classroom's direct exit was not maintained in a safe condition and free from accumulation of snow as observed on the day of the monitoring visit.	We had a very heavy snowfall the Friday prior also one of the snow guys will handle the ramps from now on when we get a lot of snow	3/3/26	
13	251.06(4)(d) <b>Exits &amp; Passageways - Unobstructed, Minimum Width</b>  Description: Exits and exit passageways shall have a minimum clear width of 3 feet and be unobstructed by furniture or other objects. On the day of the monitoring visit, the direct exit outside from the upper classroom was locked from the inside and was not able to be opened in a one-hand, one-motion movement creating an obstruction to the exit.  Repeat violation: Previously cited on 6/27/2024	door being unlocked is now on the opening check list	3/5/26	

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14	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: The center did not have current parent authorization forms for one child's prescription medication or an over-the-counter medication (the center was unsure which child this belonged to) that were on the premises. A current medical authorization from the parent is required when medication is kept on the daycare premises.</p>	<p>The meds were claimed by a parent and sent home we sent letters to the families that they are not allowed in bags due to the kids being able to get to them</p>	<p>3/3/26</p>	

NAME - Agency Worker

Jennifer Stubbe, April Callihan

Date Issued

3/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

3/26/26