

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated September 12, 2024 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** robert.mccoy@wisconsin.gov or
 - **Fax:** (608) 422-6766 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHERN REGION
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 9/26/2024	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 Hugs Bugs And Abcs		Provider Number / Facility ID Number 1000591781 / 001 - 2006997		
Address - Facility (Street, City, State, Zip Code) 316 W Cottage Grove Rd Cottage Grove WI 535279672		Telephone Number 608-688-2092	Date - Regulation Visit 9/12/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(1)(a) Licensed Capacity Description: The center was not in compliance when attendance records indicated the center was found to be over capacity on September 3, 4, 5, 10, and 11, 2024.	I have requested my license be updated in order to reflect my current capacity with two toilets.	9/30/24	
2	251.04(6)(a)6m. Child Record - Immunization History Description: The center was not in compliance when no Immunization Records were found for child B.	I have contacted this child's parents and requested a copy of the immunization record. This needs to be submitted by 10/1/24 or the child will not be able to attend until the immunization record is received.	10/1/24	

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316 W Cottage Grove Rd Cottage Grove WI 535279672		608-688-2092	9/12/2024	
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3	251.05(2)(a)2. Staff Record - Completed Background Check Description: The center was not in compliance when there was no completed background check found for staff B.	I have uploaded all information into the ccpp portal and have requested any potential staff members to complete a fingerprint background check. No person may work until all background check information has been processed and approved.	9/30/24	
4	251.06(3)(b)2. Emergencies - Practice Written Plans Description: The center was not in compliance when no written record was found indicating that fire or tornado emergency drills were practiced.	A fire drill or tornado drill will be practiced and recorded for each month.	9/20/24	
5	251.06(4)(a) Fire Extinguishers - Operable, Inspected, Labeled Description: The center was not in compliance when there was no inspection documentation on the center's fire extinguisher.	I have contacted the Cottage Grove Fire Dept. to set up a fire extinguisher inspection. If they are not able to complete this, I will contact another company to make sure these inspections are done on a regular basis.	9/30/24	
6	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: The center was not in compliance when eating surfaces were observed to be cleaned with baby wipes. Eating surfaces need to be washed and sanitized in a two step process before and after use.	I've updated my cleaning/sanitizing process to include washing with a soap and water solution then sanitizing/disinfecting with Clorox wipes. This will be done before and after each meal time.	9/15/24	

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NAME - Agency Worker
Robert Mccoy

Date Issued
9/12/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jennifer Heritsch

Date Signed

9/15/24