

**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 January 16, 2025 . 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:** kimberly.liebhart@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 1/30/2025	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 Willows Christian Child Care Center		Provider Number / Facility ID Number 8000556278 / 001 - 1003525		
Address - Facility (Street, City, State, Zip Code) N4865 Moss Rd Iron Ridge WI 53035		Telephone Number 920-625-3943	Date - Regulation Visit 1/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. Child Record - Health History Description: Child 1 did not have identified child care workers who have received specialized training or instructions to help treat symptoms on their Health History and Emergency Care Plan.	We have updated Child 1 Health History with teachers that were trained with administering medication, and what symptoms to look for. Training was held on January 18, 2025. Three teachers were added to Child's Health History on January 20, 2025	January 20, 2025	
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: A volunteer, not counted towards staff-to-child ratio, but provided services to the center and has the ability to move freely throughout the premises and the opportunity to interact with children did not have a background check completed.	Volunteer will be completing background check on January 21, 2025	January 21, 2025	

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3	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: All child care workers in regular contact with children did not obtain a current certificate of completion of infant and child CPR when Staff B's start date was 8/1/2024 and they had not completed the training within 3 months.</p>	Staff B completed CPR training on January 18, 2025	January 18, 2025	
4	<p>251.05(3)(j)1. Volunteers, Student Teachers - Orientation</p> <p>Description: Staff C, a volunteer, did not participate in an orientation.</p>	Staff C, will be orientated on January 21, 2025	January 21, 2025	
5	<p>251.05(3)(j)3. Volunteer Not Counted In Ratio - Training</p> <p>Description: A volunteer, not counted in ratio, did not have a training on responsibilities of the volunteer, general child supervision techniques, a review of the daily schedule and general health and safety practices including meal or snack preparation, dishwashing, toileting, personal hygiene and emergency evacuation procedures.</p>	The volunteer, will be fully center trained on January 21, 2025	January 21, 2025	

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6	<p>251.06(9)(d)1.b. Food Storage - Refrigeration Units</p> <p>Description: Each refrigeration unit was not maintained at 40 degrees or lower when the refrigerator's temperature in the infant room was 45 degrees. Additionally, the temperature of the freezer was 15 degrees and is required to be 0 degrees or lower.</p>	<p>All classrooms added to their weekly classroom duties list, to check refrigerator dial and thermometer. To ensure the temperature is at 0 degrees or lower. We also replaced all thermometers in all refrigerators on January 20, 2025</p>	<p>January 20, 2025</p>	
7	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: The medical log entries were not reviewed every 6 months as required when the medical logbook in the toddler room was last reviewed on 4/13/2024.</p>	<p>We have assigned a staff to be in charge of reviewing our medical log books every 6 months. She will be putting into her calendar as a reminder. All Medical log books will be reviewed on January 22, 2025. She signed and dated</p>	<p>January 22, 2025</p>	
8	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: A medication authorization was not current when the authorization for a child's Epi Pen had an administration end date of 10/1/2024. Additionally, the center did not return an expired Epi Pen to a child's parents when it expired in October 2024, and it was being kept at the center.</p>	<p>Medication that was expired was sent home with parent on Monday January 13, 2025.</p> <p>A new EpiPen was brought in by parent on January 14, 2025. This EpiPen states it does not expire until January 2026.</p> <p>New Medical authorization was completed by parent on January 20, 2025</p>	<p>January 20, 2025</p>	

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9	251.09(2)(k) Infant & Toddler - Adult-Size Chairs Description: An adult size chair was not provided for each child care worker when the toddler room had one adult size chair and two regularly assigned teachers.	A new adult size chair was found, and will be added to classroom.	January 22, 2025	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
1/16/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Brenda Schumacher

Date Signed
1/20/2025