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|---------------------------------------|--|--|
| Date Correction Plan Due<br>4/30/2025 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | TO FILE A COMPLAINT CALL<br>262-446-7800 |
|---------------------------------------|--|--|

**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><br>Woods Family Child Care Llc | <b>Provider Number / Facility ID Number</b><br>3000588743 / 001 - 2002588 |
|---|---|

|  |   |   |
|--|---|---|
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>5600 W Brown Deer Rd G4 Brown Deer WI 532232346 | <b>Telephone Number</b><br>414-797-4496 | <b>Date - Regulation Visit</b><br>4/10/2025 |
|--|---|---|

|   | Rule/Statute Number<br>Noncompliance Statement   | Correction Plan  | Expected Completion Date | Verification Date |
|---|--|--|--------------------------|-------------------|
| 1 | 251.04(6)(a)1.<br><b>Child Record - Enrollment Information</b><br><br>Description: Child 2 and Child 3 had incomplete enrollment forms available for review at the time of the monitoring visit. | child <b>3</b> enrollment form has been updated as of 4/30/25<br>child <b>2</b> enrollment form has been updated as of 4/30/25 | 4/30/25                  |                   |
| 2 | 251.04(6)(a)8.b.<br><b>Child Record - Physical Exam - Over 2, Under 5</b><br><br>Description: Child 1 requires an updated physical/health exams, every two years. Last exam dated May 2022.      | Parent informed and will schedule an appt. in May 2025   | 6/1/2025                 |                   |

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3

251.04(6)(b)  
Current, Accurate Daily Attendance Record

Description: Attendance was not accurate at the time of the monitoring visit. There were seven children present and five children signed in on the attendance log.

Children were recorded on the sheet ~~during~~ license visit was before over.

4/10/25

4

251.05(2)(a)6.  
Staff Record - Days & Hours Worked

Description: Staff hours were documented as Staff A signed in at 815am. Staff A arrived in a vehicle when LS were in the parking lot discussing our upcoming visit, 934a.

Staff A was reminded to sign out anytime they leave the premise on the Daily Attendance Record.

4/21/25

5

251.05(3)(c)  
Cardiopulmonary Resuscitation Training

Description: Staff A and Staff B do not have a current CPR available for review at the time of the monitoring visit. Available CPR expired in August 2024.

CPR will be scheduled in May 2025 for staff A and Staff B

6/1/2025

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| 6 | <p>251.05(3)(cm)<br/>Child Abuse &amp; Neglect - Biennial Training</p> <p>Description: Staff A and Staff B do not have a current CAN/Mandated Reporter training available for review at the time of the monitoring visit. CAN/Mandated Reporter training available for review expired in August 2024.</p> | <p>CAN/Mandated Reporter will be scheduled in May 2025 for staff A and staff B.</p>   | <p>6/11/2025</p>            |                      |
| 7 | <p>251.05(4)(c)9.<br/>Continuing Education - Documentation Of 12 Month Period</p> <p>Description: Staff A and Staff B had no documentation of continuing education available for review for the past twelve months.</p>   | <p>Staff A is currently enrolled in college to get her Associate Degree in child care unofficial transcript will be added to her file. Staff A will add documentation as recieved up to 25 hours.</p> | <p>12/31/2025</p>           |                      |
| 8 | <p>251.055(1)(f)<br/>Child Tracking Procedure</p> <p>Description: Child tracking that was being implemented at the time of the monitoring visit was not available within the room that children were being cared for in at the beginning of the monitoring visit.</p>                                     | <p>Child Tracking was brought in the classroom before the licensie visit was over</p>   | <p>4/10/25</p>              |                      |

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| 5600 W Brown Deer Rd G4 Brown Deer WI 532232346    |  | 414-797-4496   | 4/10/2025                   |                      |
|  | Rule/Statute Number<br>Noncompliance Statement   | Correction Plan  | Expected<br>Completion Date | Verification<br>Date |
| 9  | <p>251.06(11)(bm)3.<br/><b>Outdoor Play Equipment - Construction, Condition</b></p> <p>Description: Outdoor play space had a large black landscaping pieces protruding from the ground, accessible within the playspace and is a tripping hazard for children within the playspace.</p> <p>Repeat violation: Previously cited on 3/19/2024</p> | <p>The black landscaping has been put back in place as of 4/30/25</p>  | 5/1/25                      |                      |
| 10   | <p>251.06(2)(b)<br/><b>Electrical Or Hot Surface Protection</b></p> <p>Description: Upon arrival, the stove in the kitchen area - accessible to children in care; has a pot of water within the oven, oven open and <input type="checkbox"/> providing extra heat <input type="checkbox"/> to the facility.</p>                                | <p>Memo has gone out and posted stating Oven is only to be used to cook at all times.</p>  | 4/30/25                     |                      |
| 11   | <p>251.06(3)(b)4.<br/><b>Emergencies - Record Of Fire / Tornado Drills</b></p> <p>Description: Fire drills were not documented for March 2025.</p>   | <p>Fire drill was noted on a different sheet. However, staff responsible was advised on following through and the importance of documenting on OCF form.</p> | 4/30/25                     |                      |
| 12   | <p>251.06(9)(c)1.<br/><b>Safe Food</b></p> <p>Description: Infant formula and cereal at the center was labeled and dated, but not used within the 30 days/one month as required by manufacturer label.</p>   | <p>Infant formula and cereal discarded.</p>  | 4/10/25                     |                      |

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|   | Rule/Statute Number<br>Noncompliance Statement   | Correction Plan  | Expected Completion Date             |
| 13  | 251.09(4)(a)3.<br>Infant & Toddler - Diaper Changing Surface Disinfection<br><br>Description: Diaper changing surface had white tape over it, which was ripped and coming off the pad, therefore providers were not able to properly disinfect the changing pad. | Diaper changing surface replaced.                                  | 4/10/25                              |
|   |  |  | Verification Date                    |

NAME - Agency Worker  
Mindi Sabljak, Rhonda Brueggemann

Date Issued  
4/14/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Keena Webb-Sitt*

Date Signed  
4/30/25