

Date Correction Plan Due 1/13/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
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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 Elmwood Early Learning Center		Provider Number / Facility ID Number 1000589231 / 001 - 2003616		
Address - Facility (Street, City, State, Zip Code) 213 S Scott St Elmwood WI 547408645		Telephone Number 715-639-2711	Date - Regulation Visit 10/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Some Authorization to Administer Medication forms were missing the date range or specific instructions for administration. An Authorization to Administer Medication form is a written authorization that shall include the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited. Repeat violation: Previously cited on 10/31/2024	We will be sure to include med forms for all medications within the center, and make sure all med forms stay up to date with information.	10/14/25	

NAME - Agency Worker
April Callihan

Date Issued
12/30/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Carlynn French

Date Signed
1/8/26