

<b>Date Correction Plan Due</b> 5/8/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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>		<b>Provider Number / Facility ID Number</b>		
Building Blocks Childcare Llc		1000590391 / 001 - 2005288		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
110 W Ormsby St Oxford WI 53952		608-419-5605	4/10/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)5. <b>Staff Record - High School Diploma</b>  Description: Based upon review on April 10, 2024, Staff Member A of the Staff Record Checklist did not have documentation of a high school diploma on file while they were being used as a teacher during the visit.	Staff turned in missing documentation to the Registry and was accepted on April 17th 2024.	April 17th 2024	
2	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Based upon review on April 10, 2024, the days and hours worked and in which classroom where staff were used in ratio was not documented.	The Homebase app used for scheduling shows where staff are scheduled we just need to make sure staff are signing in and out for each transition to show/prove rooms are covered. Will be discussed at next Staff Meeting.	April 29th 2024	

Name - Certified Operator / Licensed Center Building Blocks Childcare Llc		Provider Number / Facility ID Number 1000590391 / 001 - 2005288	
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NAME - Agency Worker  
Jamie Brandt

Date Issued  
4/24/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee  
*Samantha Hicks*

Date Signed  
4/24/24