STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due 5/27/2024	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	**TO FILE A COMPLAINT CALL** 608-422-6765

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		**Provider Number / Facility ID Number**	
Asra's Family Child Care Center		5000591675 / 001 - 2006881	
Address - Facility (Street, City, State, Zip Code) 5206 Siggelkow Rd Madison WI 537186926	**Telephone Number** 608-838-7866	**Date - Regulation Visit** 5/8/2024	
Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1 251.055(2)(b) **Staff-To-Child Ratios - Minimum** Description: Based on attendance records staff-to-child ratios were not maintained in the Infant Room on 4/16/2024 from 4:00pm - 4:40pm when five children under the age of two years old were cared for by one staff and in the Transition Room on 5/7/2024 from 10:00am - 10:50am when five children under the age of two were cared for by one staff.	Infant Room teacher will be working Extended hours. as needed. Transition Teacher forgot to sign in and sign out. Reminded all the staff to sign in / sign out.	5/13/2024 completed.	
2 251.055(2)(c) **Mixed-Age Group - Staff-To-Child Ratio** Description: Based on attendance records staff-to-child ratios for mixed-age groups were not maintained in the toddler classroom on 5/6/2024 and in the Preschool classroom on 4/23/2024, 5/8/2024 and 5/9/2024 when 2 staff were required and only 1 was present.	Another teacher is coming in Early to cover the morning. Hired on assistant teacher full time in the Preschool classroom.	5/13/2024 completed	

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3	251.055(2)(d) **Mixed Age Group With Children Under Age 2 - Group Size** Description: Based on attendance records the maximum group size of 8 children was exceeded in the 2 Year Old Room on 4/15/2024 when there was a group of 11 children that included one child under the age of 2.	The Two years old classroom is listened for 14 children. There are nine children who are 2 1/2 and older. Except two children who are just over Two years of age. There is always Two teachers in the class room. We strictly asked teachers to follow the Licensing rules and not to combine children under two years of age into two years old classroom.	5/13/2024 Completed	
4	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Two bottles brought in from home were not labeled with the child's name and date.	Two bottles that came from home had child's name but the date was missing. We asked the Parents to label the bottles clearly with the name and the date.	5/13/2024 completed	
5	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: Diaper changing pad was not an easily cleanable surface due to rips in the cover.	We replaced the diapering changing tables with the new diapering changing Pad..	5/13/2024 Completed.	

NAME - Agency Worker
Rebecca Brickson

Date Issued
5/13/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed