

<b>Date Correction Plan Due</b> 9/30/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Renewal Unlimited - Reedsburg Area Learning Center		<b>Provider Number / Facility ID Number</b> 8000577858 / 014 - 1009008		
<b>Address - Facility (Street, City, State, Zip Code)</b> 400 Alexander Ave Reedsburg WI 53959		<b>Telephone Number</b> 608-742-5329	<b>Date - Regulation Visit</b> 9/16/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The medical log book is not reviewed with staff every six months when the date of the most recent review was April 2023.	On September 27th, an e-mail was sent to the Teacher who had been contacted during the review visit and the policy on our Medication and Injury Log Book was reviewed specifically in regard to the required review of the Log book on a six month interval. The Teacher was asked to read the policy again as the policy is very clear on the review procedures. She was also asked to have her team review the policy and procedures at the first staff meeting on October, 2024, and to complete the review of the Log Book, along with the required documentation of the review at this staff meeting. The Teacher was reminded this review needs to be completed and documented at the first staff meeting in October and at the first staff meeting in April of each year.	Immediately with first review to be done at the first staff meeting in October, 2024.	

**NAME - Agency Worker**  
Amy Anderson

Date Issued  
9/16/2024

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

*Suzanne M. Hoppe*

Date Signed

September 27, 2024