

<b>Date Correction Plan Due</b> 8/26/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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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> The Clubhouse Creative Kids Learning Center		<b>Provider Number / Facility ID Number</b> 0000585970 / 002 - 2006099		
<b>Address - Facility (Street, City, State, Zip Code)</b> 222 Oak St Spooner WI 548011440		<b>Telephone Number</b> 715-939-1123	<b>Date - Regulation Visit</b> 8/6/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)5. <b>Child Record - Alternate Arrival / Release Agreement</b>  Description: A written agreement, signed by parents, outlining the plan for child #7 and child #8 to come to the childcare center from school, and/or to go from the childcare center to school via a bus was not observed in the file record.	updated in file + will update again for the school year	Aug 13 <sup>th</sup> 2025	
2	251.05(2)(a)7. <b>Staff Record - Continuing Education</b>  Description: The center did not have documentation of the yearly requirement of continuing education hours for 2024 available for review during the monitoring visit for Staff D.	documented + in file for 2024	Aug 13 <sup>th</sup> 2025	

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3	<p>251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Staff D was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.</p> <p>Repeat violation: Previously cited on 8/15/2024</p>	Completed + in file	Aug 13 <sup>th</sup> 2025	
4	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Staff C and E were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p> <p>Repeat violation: Previously cited on 8/15/2024</p>	Completed + in file	Aug 13 <sup>th</sup> 2025	
5	<p>251.05(3)(gr)2. <b>Meal Prep Personnel - Orientation</b></p> <p>Description: Staff E was missing documentation of having received an orientation within their first week at the center.</p>	Completed + in file	Aug 13 <sup>th</sup> 2025	

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6	251.05(3)(gr)3.a. <b>Meal Prep Personnel - Training</b>  Description: Rule states food service personnel who help prepare meals shall document an initial training of at least 4 hours in kitchen sanitation, food handling and nutrition prior to assuming the position. Contrary to rule there was no documentation of this training for Staff E, a food service personnel staff member who prepares meals.	currently enrolled in Serv Safe class	Dec 1 <sup>st</sup> 2025	
7	251.055(2)(a) <b>Group Size - Maximum</b>  Description: On the day of the monitoring visit, the number of children in a group exceeded the maximum group size indicated in DCF Table 251.055. The maximum group size for children over the age of 5 is 36, and there were 37 children signed into the attendance and in the same group.	We will keep better track of bumping enough children to the back room to be in ratio for both rooms.	Aug 13 <sup>th</sup> 2025	
8	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: There was no written authorization that includes 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 for medication that was stored at the center.	Sent medication home	Aug 13 <sup>th</sup> 2025	

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9 251.07(6)(f)1.b. <b>Medication Administration - Containers &amp; Labeling</b>  Description: It was observed during the monitoring visit that medication kept at the center was not in the original container and labeled with the child's name and the label including the dosage and directions for administration. Instead, the medication was in a plastic ziplock bag with only the child's name. Staff informed licensing specialists that they would send the medication home with the child's parents that day upon pickup.	medication never given & sent home with parent the same day	Aug 6 <sup>th</sup> 2025	
10 251.07(6)(f)6. <b>Current Authorizations For Medications On Premises</b>  Description: During the monitoring visit, it was observed that a medication on the premises did not have a prescription label indicating the dosage, child's name, and frequency of administration, indicating the parameters for administration. The written parental authorization also did not indicate the dosage nor how to administer the medication.	We sent the medication home until a label can be printed for the inhaler	Aug 6 <sup>th</sup> 2025	

NAME - Agency Worker  
Amelia Gruber, Jennifer Stubbe

Date Issued  
8/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Joanna F. Sheeton*

Date Signed

8/13/2025