DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/4/2026		715-930-1148

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
The Clubhouse Creative Kids Learning Center	0000585970 / 002 - 2006099

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
222 Oak St Spooner WI 548011440	715-939-1123	7/9/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: Contrary to s. 48.686(4m)(c) Wis. Stats., the center failed to obtain an approved preliminary report indicating that Staff D was eligible to work in the child care program prior to that staff beginning work.	Staff D is a cook. Staff D had a fingerprint background check in 2024. I thought they were good for 5 years. Staff D started on kitchen duty only with no contact with children to chen due to a staff member quitting with no notice.	Staff D's final background approval arrived 7/10/2026	
2	251.05(3)(gr)3.a. **Meal Prep Personnel - Training** Description: Rule states that any staff who prepares meals shall document initial training of at least 4 hours in kitchen sanitation, food handling or nutrition before preparing meals. Contrary to rule there was no documentation of this training for Staff D, a food service personnel staff member who prepares meals. Repeat violation: Previously cited on 8/6/2025	Staff D is working on a Serv-safe class currently and will finish it by 7/27/2026. Staff D also works a 2nd full time job and is helping us out on a very short notice.	7/27/2026	

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3	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: There was no documentation of tornado drills practiced for the months of May and June 2026. The center is required to keep written records of dates and times of all the monthly tornado drills practiced during the months of April through October. Repeat violation: Previously cited on 8/15/2024	Documentation of tornado drills was filled in on the form on 7/9/26 as they were practiced the same day as the fire drill	7/9/2026	
4	251.07(1)(d) **Daily Routines** Description: Rule states that intervals between activities shall be planned to avoid keeping children waiting in lines or assembled in large groups. It was observed during the licensing visit that all children were made to wait in a line for over 8 minutes before going outside.	we had a staff discussion on adding transition activities during the sunscreen/getting ready to go outside transition to reduce wait times	7/9/2026	
5	251.07(6)(f)5. **Medication Administration - As Labeled & Authorized** Description: A child's medication was not administered as authorized by the parent and as specified by the label during the licensing visit. The child's assigned child care workers were not aware that the medication was onsite, and the child did not receive their medication within the timeframe as specified by the label and authorized by the parent.	we had a staff discussion that when meds are not brought in and then brought in, we will use the staff group chat to inform all staff when child's meds are brought in. The child's parent did not bring meds for 7/8. so Tuesday staff was unaware it was dropped off on 7/8 pm.	7/9/2026	

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Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**

NAME - Agency Worker
Amelia Gruber

Date Issued
7/21/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Joahna J Shelton

Date Signed
7/22/2026