

Date Correction Plan Due 4/2/2025	<h2 style="margin: 0;">NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</h2>	TO FILE A COMPLAINT CALL 820-785-7811
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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)(j) 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. 48.857. 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 Elena's Family Learning Center		Provider Number / Facility ID Number 0000587700 / 001 - 2001148	
Address - Facility (Street, City, State, Zip Code) 1128 Durango Dr Hartford WI 530272083		Telephone Number 262-278-6048	Date - Regulation Visit 3/12/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	250.04(8)(a)4.a. Child Record - Physical Exam - Under 2 Description: Based upon review on March 12, 2025, Child #4 of the Child Record Checklist did not have current documentation of a health examination on file, as it expired in February 2025.	A Health Report signed by the child's physician has been added to child's file. Will make sure to keep following up with parents so that form is in file by child's due date!	3/14/25
2	250.05(3)(fm) Biennial Training - Child Abuse & Neglect Description: Based upon review on March 12, 2025, Staff Member A of the Staff Record Checklist did not have current documentation of completing training in child abuse and neglect, as it expired in February 2025.	Completed training certificate added to file. Will make sure to complete new online training prior to due date.	3/13/25

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Provider Number / Facility ID Number

Elena's Family Learning Center

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262-278-6048

Date - Regulation Visit
3/12/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	250.06(2)(a) Electrical Or Hot Surface Protection Description: Based upon observation on March 12, 2025, there were outlet covers missing in several electric outlets in the living room/nap area.	outlet covers were put on electric outlets. Will make sure all outlets are covered directly after usage.	3/12/25	
4	250.06(3)(b) Emergency Plans - Practice Description: Based upon review on March 12, 2025, there were no documented fire drills for the month of January or February 2025. CORRECTED DURING VISIT.	Corrected during visit. Will make sure to document dates + times for fire drills	3/12/25	
5	250.09(1)(c)5. Infant & Toddler - Use Of Safety Gates Description: Based upon observation on March 12, 2025, there was no safety gate in place at an open stairway during the visit. CORRECTED DURING VISIT.	Corrected during visit. Will make sure to put gate in place after going up stairs.	3/12/25	

NAME - Agency Worker
Jamie Brandt

Date Issued
3/19/2025

Date Signed
3/20/25

SIGNATURE - Certified Operator or Designee / Licensee or Designee