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
5/26/2021		920-785-7811

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
Elena's Family Learning Center		0000587700 / 001 - 2001148
Address - Facility (Street, City, State, Zip Code) 1128 Durango Dr Hartford WI 530272083	**Telephone Number** 262-278-6048	**Date - Regulation Visit** 5/10/2021

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)1. **Child Record - Enrollment & Health History Forms** Description: Based upon review on May 10, 2021, Child 3 & 4 of the Child Record Checklist did not have any contact information on file for persons authorized to call for/receive child.	Emailed Proof of form's back on (MB) May 20th 2021.		
2	250.04(6)(a)4.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Based upon review on May 10, 2021, Child 1 and 4 of the Child Record Checklist did not have a current Child Health Report form on file.	Emailed Proof of form's back on (MB) May 20th 2021.		

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Elena's Family Learning Center			0000587700 / 001 - 2001148
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
		Emailed all forms required for Proof on May 20th 2021. MB		

NAME - Certification Worker / Licensing Specialist
Jamie Brandt

Date Issued
5/12/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
5/20/21