

<b>Date Correction Plan Due</b> 2/12/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>
<b>TO FILE A COMPLAINT CALL</b> 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, you will be given a notice of the sanction and / or penalty and your appeal rights.

**Name - Certified Operator / Licensed Center**  
Stepping Stones Childcare And Preschool Inc.  
**Address - Facility (Street, City, State, Zip Code)**  
124 Hale Dr Holmen WI 546368933

**Provider Number / Facility ID Number**  
2000590752 / 001 - 2005899  
**Telephone Number**  
608-526-5888  
**Date - Regulation Visit**  
1/3/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(3)(i) <b>Report - Unknown Whereabouts Or Left Premise</b></p> <p>Description: The Licensee/center failed to report to the department within 24 hours that a staff person did not know the whereabouts of a child assigned to the worker for approximately 6-8 minutes on 8/14/24 when the child was left behind on the playground while the rest of their classroom went inside.</p>	<p>Talked to the worker and stressed the importance of letting the director know immediately when they are missing a child in their count. I did notify the parent as soon as I was aware of the incident. I also will report to state any actions as soon as I am aware of them even if it is out of the 24 hour window.</p>	01/03/2025	
2	<p>251.04(3)(jm) <b>Report - Prohibited Actions</b></p> <p>Description: The licensee/center failed to report a prohibited action by an employee to a child in care to the Department within 24 hours of the occurrence.</p>	<p>I will report when any non-compliance occurs or if I have questions about an incident within 24 hours of occurrence.</p>	01/03/2025	

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124 Hale Dr Holmen WI 546368933		1/3/2025	
Telephone Number		Expected Completion Date	
608-526-5888		8/19/24	
Rule/Statute Number	Correction Plan	Expected Completion Date	Verification Date
<p>3</p> <p><b>Noncompliance Statement</b></p> <p><b>251.055(1)(a)</b></p> <p><b>Supervision Of Children</b></p> <p>Description: Per discussion with the center on 1/3/25, a 4 year old child was left outside unsupervised on 8/14/24 for 6-8 minutes.</p>	<p>While the teachers are out on the playground we require them to interact with the children in their class. We also require them to count the children periodically and check in with them even if they are playing nice. We have separated the outside times per classrooms so supervision can be more focused to the individual classes.</p>	8/19/24	
<p>4</p> <p><b>251.055(1)(f)</b></p> <p><b>Child Tracking Procedure</b></p> <p>Description: Center tracking procedure was not followed when the staff miscounted the children as they entered their classroom after coming in from outside resulting in one child being unsupervised for approximately 6-8 minutes on 8/14/24.</p>	<p>When this happened, we enforced doing 15 minute attendance checks and child counts. We also have the person with the point sheet read off and physically see the children that come in from outside as a classroom group, especially in the afternoons when lots of children leave off of the playground to go home.</p>	8/19/24	
<p>5</p> <p><b>251.07(2)(e)</b></p> <p><b>Child Guidance - Prohibited Actions</b></p> <p>Description: During the course of an investigation a staff member admitted to picking up a child in an aggressive manner and setting children down on the floor or carpet, the staff member also admitted to setting a child on their cot aggressively and yelling in a loud tone at children multiple times during the course of the summer 2024. The director also admitted this behavior was done by this staff member and has since implemented a monitoring plan for this staff.</p>	<p>When this was brought to my attention, I started an action plan with the teacher, checking in weekly with her and her coteacher. I also did observations via the cameras to monitor her actions in the classroom.</p>	<p>I started an action plan with this staff in June 2024. We are still currently monitoring and observing her.</p>	

NAME - Agency Worker  
Kimberly Jasper

Date Issued  
1/29/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Tochi B. Burrows*

Date Signed

*2/11/2025*