

<b>Date Correction Plan Due</b> 7/8/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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)(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> Just 4 Kids Child Care		<b>Provider Number / Facility ID Number</b> 9000590799 / 002 - 2005946		
<b>Address - Facility (Street, City, State, Zip Code)</b> 2725 Sussex Rd Green Bay WI 543117295		<b>Telephone Number</b> 920-468-5626	<b>Date - Regulation Visit</b> 6/20/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b>  Description: Based on observation during the visit within the infant classroom. The assistant teacher left the lead teacher alone with seven infant and toddlers while the teacher brought a one year old down to another classroom. The lead teacher was alone with seven infant/toddlers from 2:32pm -2:35pm. This occurred while the licensing specialist was observing the infant classroom.	The staff member wasn't aware that she should have taken 4 children with her or used the walkie-talkie to request someone to come and get the child or take her place while she walked the child to his group after he woke up from his nap.  The staff member was informed of the proper procedures.	06/20/2024	
2	251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b>  Description: Based on record review on 6/20/24 within the infant classroom 8 out of the 8 intake forms failed to be updated every 3 months.	The infant room teacher was reminded on how important the intake forms are and need to be updated so if she was ever unavailable the substitute teacher would know how to care for all the children.	06/20/2024	

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3	251.09(4)(a)4. <b>Infant &amp; Toddler - Diaper Changing Surface Safety</b>  Description: Based on observation a one year old child failed to be changed on a diaper surface that is above floor level, with a barrier or restraint to prevent falling. A one year old child was changed while standing.	The infant room teachers were informed that a child who isn't being potty trained must have their diaper changed while being put on the changing table; no matter how much the child weighs.	06/20/2024

**NAME - Agency Worker**  
Cassandra Debauche

**Date Issued**  
6/24/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Jill Klagan* - Director

**Date Signed**

6/26/2024