

Date Correction Plan Due 1/2/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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.

Name - Certified Operator / Licensed Center Ho-Chunk Gra Head Start Ctr		Provider Number / Facility ID Number 1000556721 / 005 - 520030		
Address - Facility (Street, City, State, Zip Code) W8802 Mission Rd Blk River Fls WI 546156412		Telephone Number 715-284-2311	Date - Regulation Visit 11/18/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Each child 2 years of age and under age 5 shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years thereafter. Child #8 has been in care longer than 3 months and did not have a child health report on file. Child record #7 did not have documentation of a follow-up health examination at least every 2 years.	<i>As a Head Start program ongoing we are not able to make a well child check a condition of enrollment & cannot exclude the child for not obtaining one. we continue to work w/ families to obtain the service & to establish a medical home.</i>		

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2	251.05(2)(b) Staff Record - Contracted Staff, Student Teachers Description: A licensee shall maintain a file on each contracted adult who works at the center and is compensated for their work from a source other than the center. Staff B, a contracted employee, did not have a file with the required elements for review on the day of the monitoring visit. Repeat violation: Previously cited on 11/26/2024	Contact will be made w/ the 'regular' employer to obtain the information for the files	file upon receipt from employer
3	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: An assistant teacher is required to complete entry level training within 6 months of the hired date. There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff C, who has been employed at the center for longer than 6 months.	This employee completed these courses in 1979/80 & is reaching out to the ed agencies for documentation. upon receipt they will be filed	1/19/26 or as soon as they are released by the university.
4	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: An inspection of the medical log book revealed the log hasn't been reviewed every 6 months as required by rule.	Each center is to establish/ assign an employee responsible to review the medical log every 6 months and sign it. Jan 2 @ all staff meeting this requirement was reviewed.	1/5/26

NAME - Agency Worker
Jennifer Stubbe

Date Issued
12/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
1/2/2026