

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 Puzaki Pei Cinak Head Start	Provider Number / Facility ID Number 1000556721 / 004 - 520068
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Address - Facility (Street, City, State, Zip Code) N7293 Low Cloud Rd Blk River Fls WI 546155441	Telephone Number 715-284-3331	Date - Regulation Visit 11/18/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(a)6m. Child Record - Immunization History</p> <p>Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 was not observed in the file for Child #6.</p>	<p><i>while in possession @ the center, the file was incomplete @ the time of visit - parents will be notified to provide documentation on or before 1/9/26 after which time virtual school will be offered until it is rec'd.</i></p>	<p><i>1/9/26</i></p>	
2	<p>251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>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 #1 and Child #7 have been in care longer than 3 months and did not have a child health report on file.</p>	<p><i>as a Head start we are not able to make a well child check a condition of enrollment & cannot exclude a child for not obtaining one. we continue to work w/ families to obtain the medical care & establish a medical home.</i></p>	<p><i>ongoing attempts</i></p>	

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3	251.05(2)(a)1. Staff Record - Personal Information Description: There was no documentation of Staff Record form information in the file for employee G.	<i>This form will be completed & filed.</i>	<i>1/19/26</i>	
4	251.05(2)(a)3.a. Staff Record - Physical Examination Description: The file for Staff G did not contain documentation of a physical examination report completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.	<i>Staff are aware & reminded this needs to be completed. On Jan 2 staff were reminded again.</i>	<i>Scheduled by for earliest apt. 1/19/26</i>	
5	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff C and E are missing a certificate from The Registry documenting that the person has met the educational qualifications for the position and the person has worked as a teacher, director and/or administrator at the center for at least 6 months.	<i>While these staff are not hired as teaching staff, upon receipt Registry certifications will be completed for them. Registry as soon as registry provides certificates they will be filed.</i>		

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6	251.05(2)(a)5. Staff Record - High School Diploma Description: Staff C and E, both teachers, did not have documentation of a high school diploma or its equivalent in their staff record file.	Staff will obtain these documents & file them.	1/19/26	
7	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 F, a contracted employee, did not have a file with the required elements for review on the day of the monitoring visit.	Will make contact w/ the 'regular' employer ^{to} obtain the information for the files.		
8	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the files for staff B and G. AHT training is required to be completed before a child care worker begins to work with children under age 5.	This training is provided to all staff annually at the August pre-service training and documented on certificates provided to staff for files.	Aug 2025	

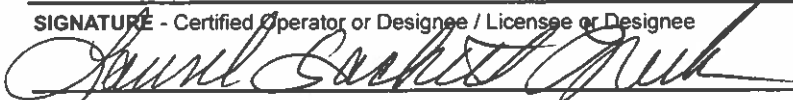
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9	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: An assistant teacher is required to complete entry level training within 6 months of the hired date. There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff B, who has been employed at the center for longer than 6 months.</p>	<p>This employee has completed both Intro to the child care profession and Skills and Strategies, the documentation will be filed</p>	1/19/26	
10	<p>251.06(9)(d)2.a. Food Storage - Dry Food</p> <p>Description: Open packages of dry foods such as cereal were observed in the food storage area. Dry foods, if opened, are required to be stored in bags with zip-type closure or containers with a tight-fitting cover and should be labeled.</p>	<p>This requirement is common practice that staff were reminded by Jan 2 @ our all staff mtg.</p>	1/2/26	
11	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: An inspection of the medical log book revealed the log hasn't been reviewed every 6 months as required by rule.</p> <p>Repeat violation: Previously cited on 11/14/2024</p>	<p>Each center is to establish/assign an employee that will review the medical log every 6 months and sign as documentation</p> <p>This is done.</p> <p>Jan 2, 2026 Reminders provided @ all staff meeting</p>	1/2/26	

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12	251.08(4)(c)1. Driver Record - Obtain & Review Description: There was no documentation that an annual driving record had been obtained and reviewed for Staff C. Repeat violation: Previously cited on 11/14/2024	<i>Driving records were requested from the DOT on the standard timeline and to date have not been received.</i>	<i>Will be provided to center upon receipt.</i>

NAME - Agency Worker
Jennifer Stubbe

Date Issued
12/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
1/2/26