

Date Correction Plan Due 11/20/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Cesa 7 Head Start Howard Suamico		Provider Number / Facility ID Number 9000577809 / 015 - 1013502		
Address - Facility (Street, City, State, Zip Code) 2153 School Ln Green Bay WI 54313		Telephone Number 920-662-9823	Date - Regulation Visit 10/27/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(4)(a)2.d. Parent Notification - Child's Whereabouts Unknown</p> <p>Description: The program failed to notify the parent of a four and half year old child that on 10/9/25 the child was left in the bathroom alone and unsupervised for approximately 3-5 minutes.</p>	<p>Staff retrained on incident Reporting and communications with families.</p>	11/21/25	
2	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: The program self reported on October 9, 2025, child care workers failed to supervise a four-and-a-half-year-old when the child was left alone in the bathroom for 3-5 minutes while the rest of the class returned to the classroom. A teacher who works for the Howard Suamico School found the child and returned them back to the classroom.</p>	<p>• Staff received re-training on the implementation of the Active Supervision Plan and importance of following it.</p> <p>• Reviewed and updated Active Supervision Plan to incorporate multiple formats of ensuring all children are present before moving to new locations</p>	<p>10/17/25</p> <p>10/17/25</p>	

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3	251.055(1)(f) Child Tracking Procedure Description: On October 9, 2025, child care workers failed to implement and adhere to the center's child tracking procedure of conducting head counts during transitions. The child care workers miscounted when they conducted head counts when leaving the bathroom and failed to conduct a head count upon entering the classroom. This resulted in a four-and-a-half-year-old child being left within the bathroom.	<ul style="list-style-type: none"> • Active Supervision Plan reviewed and updated. • Re-training on supervision procedures/practices for all staff • Management will conduct "spot checks" at least monthly until at least 3 checks show that procedures are followed consistently. 	10/17/25 10/17/25 January 2026	

NAME - Agency Worker
Cassandra Debauche

Date Issued
11/6/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Shelley Bishop

Date Signed

11/10/2025