

Date Correction Plan Due 11/24/2025	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.

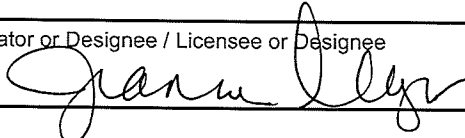
Name - Certified Operator / Licensed Center Family Forum Head Start Ctr 2		Provider Number / Facility ID Number 9000577839 / 007 - 520471		
Address - Facility (Street, City, State, Zip Code) 518 Grand Ave Superior WI 548801217		Telephone Number 715-392-9848	Date - Regulation Visit 11/5/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Rule states that documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio shall be maintained by the center. On the day of the monitoring visit, staff included in staff-to-child ratios in Room 212 were not signed in, resulting in their days and hours worked not being documented.	<ul style="list-style-type: none"> • Staff have been reminded to make sure to sign in & out at all times. • Monitoring will increase to weekly by checking boards daily & on Friday to ensure it is getting done. 	11/6/2025 11/14/2025	

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518 Grand Ave Superior WI 548801217		715-392-9848	11/5/2025
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2 251.06(11)(b)7. Outdoor Play Space - Enclosure Description: The outdoor play space fencing is in need of repair. On the day of the monitoring visit, one section of the fencing measured 3 feet 5 inches, when rule requires a minimum height of 4 feet. Other areas of the fencing material are loose and/or gapping, resulting in open areas greater than 4 inches.	<ul style="list-style-type: none"> • Nicky will reach out to Dairyland fence company. & send photos of needed repairs • Use a safe material to fill in gapping area 	11/10/2025 11/28/2025	
3 251.06(2)(i) Deteriorating Paint Description: Flaking and deteriorating paint was observed on the metal double doors in the outdoor play space, on the wooden trim around the double doors, and on the metal bars covering the lower level windows, resulting in rust and chipping paint exposed to children.	<ul style="list-style-type: none"> • Doors will be scraped and rust will be removed. • All debris will be removed from play ground • Continue to scrape flaking paint & remove metal bars from lower level windows • Repaint & repair door & windows 	11/14/2025 11/14/2025 12/5/2025 12/19/2025	
4 251.06(4)(f) Electrical Outlet Limit Description: Rule states that no more than 2 electrical appliances may be plugged into any one wall outlet. It was observed during the monitoring visit that Room 210 and Room 212 were utilizing power strips with more than 2 electrical devices plugged in.	<ul style="list-style-type: none"> • Power strips have been removed from classrooms 210 and 212 • Power strips will not be used going forward 	11/10/2025 11/11/2025	

NAME - Agency Worker
Amelia Gruber

Date Issued
11/10/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

11/12/2025