

Date Correction Plan Due 5/16/2025	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)(f) 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 K's Play Days		Provider Number / Facility ID Number 6000585746 / 001 - 1015380		
Address - Facility (Street, City, State, Zip Code) 1300 Midway Rd Menasha WI 54952		Telephone Number 920-722-7102	Date - Regulation Visit 4/28/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. Child Record - Physical Examination Description: Based on record review on 4/28/25 according to the Child Record Checklist Child 2 and Child 3 failed to have Child Health Reports on file.	Parents will be notified that an update health report is needed. files will be checked monthly.	July 1st 2025	
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member F failed to have a complete background check on file. Staff Member F failed to have preliminary eligibility on file prior to working with children. Repeat violation: Previously cited on 6/25/2024, 6/4/2024	Rehires will be treated as new staff and will make sure updated background check is done. files will be checked each month to make sure files are complete	July 1st, 2025	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member F failed to have a Health Report on file. Repeat violation: Previously cited on 11/6/2024	Staff member will make an appointment for physical. Files will be checked monthly.	July 1st, 2025
4	251.05(2)(a)7. Staff Record - Continuing Education Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member C failed to meet the continuing education requirements for 2024. Staff Member C didn't have any continuing education hours for 2024.	Staff member will make up hours from 2024 in addition to getting hours for 2025. Files will be checked monthly.	Dec 31st, 2025
5	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member H failed to have Abusive Head Trauma prior to working with children.	Staff member will take the course, files will be checked monthly.	June 1st, 2025

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6	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member A and H failed to have CPR on file. Repeat violation: Previously cited on 11/6/2024, 3/7/2024	All staff will be signed up to renew CPR. Files will be checked monthly.	July 31st 2025	
7	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member B and H failed to have a Biennial Child Abuse and Neglect on file. Repeat violation: Previously cited on 11/6/2024, 3/7/2024	Both staff have completed the course. Files will be checked monthly.	June 1st 2025	
8	251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Based on record review on 4/28/25 according to the Staff Record Checklist Staff Member C failed to have 4 hours of training in kitchen and sanitation, food handling, nutrition.	Class will be ordered for the cook. Files will be checked monthly.	Oct 1st, 2025	

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9	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: Based on observation of the outdoor enclosure/fence perimeter there is a gap along the bottom entire side of the fence measuring over 4 inches. This causes a head entrapment along the entire bottom of the fence.	Owner will pound the fence back down. until then, a teacher will stay by the fence when outside.	Oct 1st, 2025
10	251.06(2)(a) Potential Source Of Harm On Premises Description: Based on observation of the outdoor playground within the preschool side there are a number of hazards. The structure of the building has chipping peeling paint within the outdoor play space. The wooden barrier around the large playground equipment holding the pea gravel in place has protruding sharp screws accessible to children.	Landlord will hire someone to sand-blast the building. Screws will be removed from the barrier.	Oct 1st, 2025
11	251.07(3)(b)2. Equipment - Quantity For Indoors Description: Based on observation of the Toddler Classroom there failed to be enough material with the classroom for children to choose at least three different items. There was enough items for children's to choose two items. More materials need to be added to the classroom. Repeat violation: Previously cited on 3/7/2024	Teachers will follow Youngstar guideline to ensure enough materials are available for the children	June 1st, 2025

