

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated January 10, 2025. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** APRIL.CALLIHAN@WISCONSIN.GOV or
 - **Fax:** (715) 930-1139 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
WESTERN REGION
610 GIBSON STREET
SUITE 2
EAU CLAIRE, WI 547012626

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
715-930-1148

Date Correction Plan Due
1/24/2025

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
Rocking B Academy
Provider Number / Facility ID Number
8000590918 / 002 - 2007009

Address - Facility (Street, City, State, Zip Code)
3120 Schneider Ave SE 1C Menomonie WI 547512591

Telephone Number
715-308-4208

Date - Regulation Visit
12/17/2024

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a) Child Record - Maintenance & Availability	Description: There was not a child file available for Child # 3. The licensee shall maintain a current written record obtained prior to the child's first day of attendance or subsequent re-enrollment on each child enrolled at the center and shall make the file available to the licensing representative. Repeat violation: Previously cited on 7/22/2024	<i>Get all paper worked checked before sending it over to center # 2.</i>	12/30/24	

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2 251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: An Alternate Arrival / Release Agreement or other written authorization from the parent outlining the plan for a child to come to the center from school, home or other activities or to go from the center to school, home or other activities unless the child is accompanied by a parent or other authorized person or transported by the center was not available for review for Child # 2, 3, or 4.	Have all parents fill this form out and future children must receive form at tour date.	12/30/24	
3 251.04(6)(a)6m. Child Record - Immunization History Description: Documentation that indicates the child's immunization history is in compliance within s. 252.04, Stats., and ch. DHS 144 was not available for review for Child # 2, 3, 4, 5, 6, and 7. Repeat violation: Previously cited on 7/22/2024	Send over copies from other center and have families update.	12/30/24	
4 251.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance was not current and accurate when six children were in care and none were signed in on the attendance record. Staff immediately signed in the children upon realizing they hadn't been signed in.	Go over the importance of the attendance record with the teachers again.	12/20/24	

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5 251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: There was not energy-absorbing surface under an outdoor climbing structure with a height of 5ft-11in. An energy-absorbing surface, such as loose sand, pea gravel, or pine or bark mulch, in a depth of at least nine inches is required under climbing equipment, swings, and slides whenever the play equipment is 4 feet or more in height and in a fall zone of four feet beyond the equipment.	Lay energy absorbing mats under Structure. We want use in the room waiting for snow to melt in time.	3/30/25	
6 251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: Staff did not use a two-step process to first wash then sanitize the table before serving children afternoon snack.	Go over the importance of cleaning eating surfaces with teacher.	12/20/24	
7 251.07(6)(c)3. Ill Child - Equipment Description: The center did not have equipment for if a child should become ill while in care. An ill child shall be provided a bed, crib, playpen, cot, or padded mat and a sheet and blanket or a sleeping bag.	Put a child ill mat at the center.	1/30/25	

NAME - Agency Worker
 April Callihan
 Date Issued
 1/10/2025
 Date Signed
 1/25/25

SIGNATURE Certified Operator or Designee / Licensee or Designee

 DCF-F-CFS0294-E (R 06/2011)
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