

<b>Date Correction Plan Due</b> 4/10/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> DJ's Family Childcare		<b>Provider Number / Facility ID Number</b> 7000592377 / 001 - 2007548		
<b>Address - Facility (Street, City, State, Zip Code)</b> N6984 Hayes Rd Durand WI 547365054		<b>Telephone Number</b> 715-279-8624	<b>Date - Regulation Visit</b> 2/24/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: Child # 6's record was missing names, addresses, and telephone numbers of persons authorized to call for/receive the child; and the name, address, telephone number and relationship of an emergency contact person.	I gave the file back to parents identifying areas they needed to complete. Papers were completed and returned to me	3/28/25	
2	250.04(6)(a)1m. <b>Child Record - Health History</b>  Description: There was not an Health History and Emergency Care Plan form (or equivalent information) available for review for Child # 8.	This child is no longer attending daycare, and will not be attending even on a limited basis in the future.	2/24/25	

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3	250.04(6)(a)3. <b>Child Record - Alternate Arrival / Release Agreement</b>  Description: Child # 1's record was missing a written agreement, such as Alternate Arrival and Release form, signed by the parent, outlining the plan for a child to come to and from the center from school.	alternate arrival form was given to parents, completed and returned, present in child's file.	2/28/25	
4	250.04(6)(a)4.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: Child # 8 was missing documentation of having received a physical examination. Each child who is at least 2 years of age but who is not 5 years of age or older, including a provider's own children in care, shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center, and a follow-up health examination at least once every 2 years thereafter.	Child no longer attending daycare, not even as a drop in.	2/24/25	
5	250.04(6)(a)5. <b>Child Record - Consent For Emergency Medical Treatment</b>  Description: Child # 1's record was missing written permission from the parents for medical attention to be sought if the child is injured.	Emergency medical treatment information was completed by parents + returned, present in file.	2/28/25	

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6	250.055(2)(b) <b>Maximum Number Of Children In Care Of The Provider</b>  Description: On 02/24/25, the maximum number of children that one provider may care for as specified in Table DCF 250.055, was exceeded when three children under 2-years of age were in care, as well as three children over 2-years of age for a period of time during the Licensing visit.	Third over two was a drop in, expected for only an hour, but ended up overlapping, next arriving child over two - I will not be accepting drop in care in the future. Or will verify when next child is coming to prevent overlap and exceeding number of children.	2/24/25	
7	250.06(3)(b) <b>Emergency Plans - Practice</b>  Description: There was no documentation of the center having practiced a monthly fire evacuation plan. The center shall practice the fire evacuation plan monthly, and the tornado plan monthly from April through October, with the children and shall document when the plans were practiced.	I have started drills/evac practice and dates and times are posted on board by login/out computer	2/28/25	
8	250.07(6)(f)5. <b>Current Authorizations For Medications On Premises</b>  Description: There were not current Authorization to Administer Medication forms for children's Tylenol and gas drops at the center. No medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent.	I notified parents that they would need to bring meds + fill out forms when needed, not ahead of time. All children's meds were sent home, with parents.	2/25/25	

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9	250.07(7)(a) Pets & Animals - Health & Immunization  Description: The licensee did not have rabies vaccination information for four cats that were accessible to children at the front entrance to the child care center.	all four cats have a vet appointment 4/8 at 9am. To get rabies vaccinations. I do have liability insurance for animals.	4/8/25

NAME - Agency Worker  
April Callhan

Date Issued  
3/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Jodie Ellenberger*

Date Signed

4/6/2025