

Date Correction Plan Due 7/23/2025	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 Kids Clubhouse		Provider Number / Facility ID Number 4000582574 / 001 - 1011989		
Address - Facility (Street, City, State, Zip Code) 310 Knights Ct Campbellsport WI 530102270		Telephone Number 920-533-5111	Date - Regulation Visit 6/3/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based upon review on June 3, 2025, Staff Member C of the Staff Record Checklist did not have documentation of a physical examination on file within 30 days of hire. Repeat violation: Previously cited on 5/1/2024, 10/10/2023	Staff member C is no longer employed with us - in the future, staff will be reminded after 7 days of employment and show proof of scheduled appointment within the first 30 days of hire. Also all staff have an individual binder in order to easily show proof of required classes and paperwork	7/9/2025	6/23/2025
2	251.05(3)(f)2.b. Child Care Teacher - High School Or Equivalent Description: Based upon review and observation on June 3, 2025, Staff Member D of the Staff Record Checklist was used as a lead teacher and did not have documentation of completing high school or it's equivalent on file.	Staff member B has completed high school and is submitting her diploma to The Registry as well as sending a copy to me. In the future, all staff members have a binder with all required new hire paperwork so I can keep track and have proof on file	7/18/25	

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3	<p>251.07(2)(e)5. Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions</p> <p>Description: Based upon investigation, a child care worker engaged in cruel, aversive, frightening or humiliating behavior when they told a 3 or 4-year-old child who was crying that if they were going to act like a baby, they could stay in the baby room. The child was moved to the Infant Room for several minutes.</p>	<p>Training was done by the director at the staff meeting on July 7th in order to give staff other options rather than move a child out of the room. Also, the director will be available to go into a room and help when a child is overwhelmed or overstimulated. All staff has been sent a link to a positive behavior management class and is required to complete it by 7/18/25</p>	7/18/25	
4	<p>251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements</p> <p>Description: Based upon investigation, between February and May 2025, the center was not meeting the USDA Child and Adult Care Food Program minimum meal requirements for types of food served, as there were components missing from meals served to children.</p>	<p>The person preparing the meals has changed and is signed up to complete a CACFP class on July 10th. Required components and minimum serving sizes have been reviewed as well as posted in the kitchen.</p>	7/10/25	
5	<p>251.07(5)(a)4m. Meals & Snacks - Additional Portions</p> <p>Description: Based upon investigation and observation, the center was only providing additional portions of vegetables and fruits.</p>	<p>Additional portions of all components of the meal will be available for the children as they request. This was also discussed at the staff meeting on 7/7/25</p>	7/9/25	6/23/2025

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6	251.07(5)(a)6. Menus - Changes Description: Based upon investigation, between February and May 2025, the center failed to document changes to the menu.	If a meal component needs to be altered for whatever reason, the menu will be changed to reflect that alteration before the meal or snack is served. This has also been discussed at the staff meeting on 7/7/25 so all employees know.	7/1/25

NAME - Agency Worker
Jamie Brandt

Date Issued
7/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
7/9/25