

Date Correction Plan Due 12/2/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Kit's Creek Childcare		Provider Number / Facility ID Number 7000592137 / 001 - 2007334		
Address - Facility (Street, City, State, Zip Code) 304 E State St Albany WI 535029583		Telephone Number 608-862-5437	Date - Regulation Visit 10/24/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of days and hours worked, and in which classroom teachers were included in staff-to-child ratios, was not maintained as required, when staff hours are documented separately from classroom attendance.</p>	<p>Staff hours were updated in the Center's App, Procare. staff have been educated to use the app at the beginning of their shift, at the end of their shift, and whenever they switch rooms to reflect accurate staffing coverage throughout each day.</p>	11/18/2024	
2	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: In a review of attendance, the staff to child ratio was exceeded on 10/15/24 when 14 children were signed in which included five children under the age of two.</p>	<p>The Director has been staffing based on each half an hour increment of the day to prevent children from arriving prior to additional staff arriving</p>	12/2/2024	

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3	251.07(6)(i)2. Adult Handwashing Description: Staff did not wash their hands with soap and warm running water before and after diapering as required when a teacher removed their gloves and did not wash hands before putting on new gloves.	Staff received education on requirements of handwashing at all staff meeting.	11/4/2024
			Verification Date

NAME - Agency Worker
Sara Bossingham Obrien

Date Issued
11/18/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

12/1/2024