

Date Correction Plan Due  
5/7/2025

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

TO FILE A COMPLAINT CALL  
608-422-6765

**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		Provider Number / Facility ID Number	
Kids First Preschool And Childcare		3000592573 / 001 - 2007716	
Address - Facility (Street, City, State, Zip Code) 214 E Seward St Poynette WI 539559004		Telephone Number 608-635-7679	Date - Regulation Visit 4/16/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.a. <b>Monitoring Results Posted</b>  Description: During the licensing visit, the most recent monitoring results with violations were not posted when they were kept behind other materials, out of sight.	The most current correction plan is posted at a higher location with nothing in front of it.	4/23/25	
2 251.04(3)(h) <b>Report - Change In Room Usage</b>  Description: The licensee did not report to the department in writing, at least 20 working days prior to the change, that infants would be cared for in the gym for several hours each day. The gym is not approved for infant care.	The gym is no longer used for large motor play for infants, materials will be used in their classrooms instead.	4/23/25	

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3	251.06(10)(a) <b>Toilets &amp; Wash Basins - Numbers</b>  Description: The gym, which is being used to care for infants several hours each day, does not have a plumbed sink when there is only a portable sink in the room. The gym is not approved for infant care.	Sink has been removed, infants will not be in the gym	5/2/25	
4	251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b>  Description: The fire evacuation drill was not practiced monthly when it was not conducted in January 2025.	Fire drill in January was missed by prior director, fire drill has been practiced monthly with change of director	4/23/25	
5	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: Multiple medications for children at the center are missing administration instructions. Many of these medications have blanket authorizations that exceed the length of time specified on the medication labels.	Unneeded medications have been sent home. New medication forms have been filled out with administrative instructions.	4/23/25	

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6	<p>251.09(1)(f) <b>Infant &amp; Toddler - Building Codes / Inspection Report</b></p> <p>Description: Infants and toddlers are restricted to first floors and ground floors having direct grade-level exits. According to staff, infants are brought into the gym every day from 10:30 am to 11:30 am, and are brought back to the gym again every day at 2:30 or 3:00 pm, where they stay until the end of the day. There is no direct exit to the outdoors from the gym.</p>	<p>Infants and toddlers will play in classrooms where exit door is accessible</p>	4/23/25	
7	<p>251.09(1)(i) <b>Infant &amp; Toddler - Number Of Cribs &amp; Playpens</b></p> <p>Description: The number of infants under one year of age exceeded the number of cribs and playpens during the visit when there were several infants under 12 months old in the gym, with no cribs and no playpens available for them.</p>	<p>Playpen was returned to the gym but infants and toddlers will stay in classrooms</p>	4/23/25	
8	<p>251.09(2)(g) <b>Infant &amp; Toddler - Creeping / Crawling Children</b></p> <p>Description: Crawling infants are required to have a safe, clean area to creep and crawl. During the licensing visit, infants were being cared for in the gym. The gym floor where infants were crawling was dirty, and had a long strip of deteriorating tape on the floor.</p> <p>Small pieces of paper, dirt, and a small piece of wrapper, as well as other small unidentifiable items were on the floor near crawling children. These items are potential choking hazards, and staff were not aware of these items until the licenser pointed them out.</p>	<p>The gym will be swept daily &amp; mopped every other day. Rug has been taken out of the gym and thrown away.</p>	5/2/25	

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		<i>[Faint handwritten text in correction plan column]</i>	

**NAME - Agency Worker**  
Amy Anderson

**Date Issued**  
4/23/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*[Handwritten signature]*

**Date Signed**  
5/2/25