Date Correction Plan Due 10/6/2026	**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**	
Hometown Preschool		0000593680 / 001 - 2008668	
Address - Facility (Street, City, State, Zip Code) 120 Enterprise Dr Verona WI 535939121	**Telephone Number** 608-848-5437	**Date - Regulation Visit** 9/8/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) **Supervision Of Children** Description: Each child was not supervised by a child care worker who was within sight and sound when, on August 27, 2026, a 6-year-old child was separated from their assigned group during a field trip to a museum. The child was unsupervised for approximately five minutes before being returned to the group by a museum employee. This incident was self-reported by the center.	Staff were retrained on procedures for face to name and where to be in line with children.	9/23/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	251.055(1)(f) **Child Tracking Procedure** Description: The center's child tracking procedure failed when, on August 27, 2026, a staff member did not conduct an attendance check after transitioning a group of children during a field trip to a museum. As a result, a 6-year-old child was separated from the group and the teacher was not aware of the child's whereabouts for approximately five minutes, when the child was returned to the group by a museum employee. This incident was self reported by the center.	Staff will make sure 1 staff is in front + 1 staff is in the back and also do face to name at each transition	9/23/24	

NAME - Agency Worker
Casey Allison

Date Issued
9/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Sara Jaren

Date Signed
9/23/24