


Date Correction Plan Due 9/19/2025	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 Children's Cottage		Provider Number / Facility ID Number 0000556350 / 002 - 1014062		
Address - Facility (Street, City, State, Zip Code) W10460 County Road Pp Elroy WI 539299722		Telephone Number 608-462-8356	Date - Regulation Visit 8/12/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. Staff Record - Personal Information Description: The center was not in compliance when no staff record form was found on site for staff B.	After several request staff B is no longer employed at Children's Cottage	10/30/25	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: The center was not in compliance when no record of a staff physical examination was found on site for staff B.		10/30/25	

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Children's Cottage		0000556350 / 002 - 1014062		
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)8. Staff Record - Orientation Description: The center was not in compliance when no record of a staff orientation could be found on site for Staff A.	Found in old file Sent 9/30/25	9/13/25	
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: The center was not in compliance when no record could be found of current cardiopulmonary resuscitation training was found for staff B.	Staff no longer employed @ Children's Cottage ↓	10/30/25	
5	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: The center was not in compliance when no record of child abuse and neglect training was found on site for staff B.	10/30	10/30/25	
6	251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: The center was not in compliance when expired medications found on site could not be administered as labeled and authorized.	New medication form 1/18/25	8/15/25	

NAME - Agency Worker
Robert Mccoy

Date Issued
9/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Kari Bensch

Date Signed

10/30/25