

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE  
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated January 07, 2025 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
  - Do not include confidential information, including the names of children and staff.
  - Write in concise, plain English.
  - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
  - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
  - **Email:** AmyE.Anderson@wisconsin.gov or
  - **Fax:** (608) 422-6766 or
  - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES  
BUREAU OF EARLY CARE REGULATION  
SOUTHERN REGION  
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

<b>Date Correction Plan Due</b> 1/21/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Goodman Community Center		<b>Provider Number / Facility ID Number</b> 0000558670 / 006 - 1013524		
<b>Address - Facility (Street, City, State, Zip Code)</b> 149 Waubesa St Madison WI 53704		<b>Telephone Number</b> 608-279-2808	<b>Date - Regulation Visit</b> 11/18/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Based on a review of attendance records, attendance was not current and accurate on 10/09/24 and 10/15/24 when a child who was signed into the Blue House was not signed out.  Repeat violation: Previously cited on 11/14/2024	Place a brightly colored sign or checklist near the sign-in/out area as a daily reminder for staff to sign children out as they are leaving.  During staff meetings, remind staff to complete head counts throughout the day and whenever children transition from one activity to another.	1/10/2024       1/27/2024	
2	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Based on a review of staff sign-in and sign-out records, one staff who signed into the 4K Blue House on 10/02/24 and one staff who signed into the 4K Blue House on 10/07/24 did not sign out.	Place a brightly colored sign or checklist near the sign-in/out area as a daily reminder for staff to sign out before leaving.	1/10/2024	

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Goodman Community Center		0000558670 / 006 - 1013524		
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149 Waubesa St Madison WI 53704		608-279-2808	11/18/2024	
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3	<p>251.05(3)(f)2.c. <b>Child Care Teacher - Entry-Level Experience</b></p> <p>Description: Staff H, who has been working as a lead teacher, was missing the required experience before assuming this role.</p>	A calendar reminder will be put in place to regularly check and update staff registry records to ensure they meet the necessary qualifications for their assigned roles.	1/7/2024	
4	<p>251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b></p> <p>Description: Documentation of staff having completed the required annual 15 hours of continuing education is missing for the following staff: E, F, G, H, I, DD and FF.</p>	A dedicated binder has been created to track and store documentation of all staff's completed continuing education hours.	1/7/2024	
5	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Minimum staff-to-child ratios were inappropriate in the 4K Blue House on the following dates when one staff was present and two were required: 10/02/24 for ten minutes when 14 to 16 children were present; 10/11/24 for six minutes when 15 children were present; 11/7/24 for 35 minutes when 14 to 16 children were present; and 11/8/24 for 28 minutes when 14 to 16 children were present.</p>	Staff will be required to communicate any changes in the number of children present as soon as they occur, ensuring immediate action can be taken to adjust staffing levels if needed.	1/7/2024	

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6	251.055(2)(c) <b>Mixed-Age Group - Staff-To-Child Ratio</b>  Description: Mixed-age group ratios were inappropriate on the following dates when three-year-old children were combined with four-year-old children in the Blue House: 10/02/24 for 15 minutes; 10/11/24 for 15 minutes; 10/15/24 for 3 minutes; 10/16/24 for 19 minutes; and 10/17/24 for five minutes.	Staff will strictly adhere to the staff-to-child ratio worksheet, ensuring that the number of children in each group aligns with the required ratios at all times.	1/7/2024	

**NAME** - Agency Worker  
Amy Anderson

Date Issued  
1/7/2025

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

Date Signed  
1/7/2025