

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

<p><b>Date Correction Plan Due</b> 2/20/2025</p>	<p><b>TO FILE A COMPLAINT CALL</b> 608-422-6765</p>
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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, you will be given a notice of the sanction and / or penalty and your appeal rights.

<p><b>Name - Certified Operator / Licensed Center</b> Goodman Community Center</p>		<p><b>Provider Number / Facility ID Number</b> 0000558670 / 006 - 1013524</p>	
<p><b>Address - Facility (Street, City, State, Zip Code)</b> 149 Waubesa St Madison WI 53704</p>		<p><b>Telephone Number</b> 608-279-2808</p>	
<p><b>Rule/Statute Number</b> <b>Noncompliance Statement</b></p>		<p><b>Correction Plan</b></p>	
<p><b>1</b> 251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p>		<p><b>Expected Completion Date</b> 2/20/25</p>	
<p>Description: Attendance was not current and accurate on 1/29/25 in the Gold House when two children who were signed in were not signed out, and on 1/30/25 in the Teal House when one child who was signed in was not signed out.</p>		<p><b>Verification Date</b></p>	
<p>Repeat violation: Previously cited on 11/18/2024, 11/14/2024</p>		<p><b>Expected Completion Date</b> 2/16/25</p>	
<p><b>2</b> 251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b></p>		<p><b>Expected Completion Date</b> 2/16/25</p>	
<p>Description: There were no staff files for two non-classroom staff who recently worked in a classroom at the center.</p>		<p><b>Verification Date</b></p>	
<p>Repeat violation: Previously cited on 11/18/2024, 11/14/2024</p>		<p><b>Expected Completion Date</b> 2/16/25</p>	
<p>Description: There were no staff files for two non-classroom staff who recently worked in a classroom at the center.</p>		<p><b>Verification Date</b></p>	
<p>Repeat violation: Previously cited on 11/18/2024, 11/14/2024</p>		<p><b>Expected Completion Date</b> 2/16/25</p>	
<p>Description: There were no staff files for two non-classroom staff who recently worked in a classroom at the center.</p>		<p><b>Verification Date</b></p>	
<p>New Signs will be posted on clipboards + by time clock as a reminder. The Director will also be doing random classrooms checks weekly to check attendance + make sure it is recorded accurately. Staff files have been created. The Director will go through all staff files to make sure everything is complete</p>		<p>2/20/25</p>	
<p>Repeat violation: Previously cited on 11/18/2024, 11/14/2024</p>		<p>2/16/25</p>	
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Name - Certified Operator / Licensed Center

Goodman Community Center

Address - Facility (Street, City, State, Zip Code)  
149 Waubesa St Madison WI 53704

Provider Number / Facility ID Number

0000558670 / 006 - 1013524

Telephone Number  
608-279-2808

Date - Regulation Visit  
1/31/2025

Rule/Statute Number  
Noncompliance Statement

Correction Plan

Expected Completion Date

Verification Date

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251.05(2)(a)6.

Staff Record - Days & Hours Worked

Description: The staff person supervising children in the Gold House on 1/23/24 from 4:30 to 5:30 pm did not sign in or out.

On 1/29/25 and 1/30/25, a staff person in the Teal House signed in more than six hours before working in the room on those dates, and on 1/31/25, a staff person who was still working in the Yellow House had already signed out more than four hours ahead of time.

Staff who signed into the Teal and Orange House on 1/30/25 did not sign out. Blue House staff confirmed that staff who covered lunch breaks in that room on 1/28/25, 1/29/25 and 1/30/25 did not sign in or out.

Repeat violation: Previously cited on 11/18/2024

\* Sign in/out attendance procedures will be emailed to all childcare staff.  
\* Reminder sign will be posted on classrooms & by timeclock.

2/20/25

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251.05(3)(f)3.

Child Care Teacher - Entry-Level Training

Description: Staff C was hired as a lead teacher, and worked as a lead teacher for eight weeks without documentation of having completed the required training before assuming the position.

Director will update education info into registry & staff file for accurate position title. Will make sure all new hire staff have

2/20/25

proper trainings & education for hired position.

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149 Waubesa St Madison WI 53704		608-279-2808	1/31/2025
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
Verification Date			
5	<p>251.055(2)(b)  <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Based on a review of attendance and staff sign-in records, minimum staff-to-child ratios were inappropriate in the Teal House on 1/28/25 for 11 minutes, and on 1/29/25 for 14 minutes, when two staff were required and only one was present. The minimum staff-to-child ratio was not met in the Gold House on 1/30/25 when a child was signed into the room four minutes before staff signed in.</p> <p>Repeat violation: Previously cited on 11/18/2024</p>	<p>Staffing Ratios will be posted on attendance + in classroom spaces which will list all classrooms.</p> <p>Procedures will be emailed out all staff about signing in spaces</p>	2/20/25
6	<p>251.055(2)(c)  <b>Mixed-Age Group - Staff-To-Child Ratio</b></p> <p>Description: Based on a review of attendance and staff sign-in records, mixed-age ratios were inappropriate in the Yellow House on 1/28/25 from 8:42 to 9:00 am, and from 4:15 to 4:25 pm, when two staff were required and only one was present.</p> <p>The mixed-age ratio was also inappropriate in the Yellow House on 2/03/25 from 8:45 to 8:50 am when 13 children were present with only one staff, when two staff were required, and on the same date in the Yellow House when no staff were signed in from 2:07 to 2:10 pm while 14 children were present.</p> <p>Repeat violation: Previously cited on 11/18/2024</p>	<p>Staffing Ratios for each class will be updated on color group + shared out to staff. This will include daily ratios. Director + Floats will be on call w/ ratios are above what teal has are in space.</p>	2/20/25

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<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>		<b>Correction Plan</b>	<b>Expected Completion Date</b>
7	251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b> Description: The premises were not in good repair in the Yellow House when a child-sized table has a tabletop that is in disrepair, and when a large upholstered chair is ripped in several places.	Items will be removed from space & new items will be purchased. Check all classrooms to see if other items are in disrepair.	2/16/25
			<b>Verification Date</b>

**NAME - Agency Worker**  
Amy Anderson

Date Issued  
2/6/2025

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



Date Signed  
2/16/25