

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
2/6/2024

**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**

After School Leopold

2000557872 / 026 - 120210

**Address - Facility (Street, City, State, Zip Code)**  
2602 Post Rd Madison WI 53713

**Telephone Number**  
608-616-0305

**Date - Regulation Visit**  
1/8/2024

**Rule/Statute Number  
Noncompliance Statement**

**Correction Plan**

**Expected  
Completion Date**

**Verification  
Date**

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**251.055(1)(f)  
Child Tracking Procedure**

Description: Staff did not adhere to a procedure to ensure the whereabouts of children in care were known to assigned workers at all times, when on December 15, 2023, a 7-year-old child left the program with a sibling after being signed in, without staff realizing the child had left for approximately 30 minutes. The program self-reported the incident.

1. WYC Tracking procedures were reviewed to ensure licensing compliance.
2. All staff at program location received a retraining on tracking procedures.
3. Program manager has been and will continue to be present at the program location for a month to ensure tracking procedures are followed accurately. After one month, the program manager will continue to visit program on a regular basis.

December 18, 2023

**NAME - Agency Worker**  
Sara Bossingham Obrien

**Date Issued**  
1/23/2024

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



**Date Signed**  
1/26/24