

<b>Date Correction Plan Due</b> 3/26/2025	<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> Vita Kids Learning Center		<b>Provider Number / Facility ID Number</b> 6000558236 / 004 - 1006555		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1205 W Royal Lee Dr Palmyra WI 53156		<b>Telephone Number</b> 262-495-6400	<b>Date - Regulation Visit</b> 3/11/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)5. <b>Child Record - Alternate Arrival / Release Agreement</b>  Description: Alternate arrival/release agreement was not on file for children that are arriving via school bus.	Any child arriving or departing from the center in a manner other than direct drop off by a guardian will complete and have on file the alternate arrival release agreement. Center Director and Assistant Director will monitor and audit quarterly for accuracy and Regional Manager will conduct audits of child files as needed to ensure completion.	3/13/2025	
2	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff A did not have a physical examination report within 30 days of hire.	Staff will obtain completed physical examination report form by 3/17/2025. All staff will complete and deliver a completed examination form within 30 days of employment. Quarterly file audits will be conducted by the Center Director and Regional Manager to ensure compliance.	3/17/2025	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff B did not complete a biannual training on Wisconsin child abuse and neglect reporting laws.	Staff will ensure training completion certificate is printed and placed in the file to meet the biannual expectation of completion. Quarterly file audits will be conducted by the Center Director and Regional Manger to ensure compliance. Reminders will be calendared by Center Director to remind staff to complete the required training.	3/14/2025	
4	251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: The center did not document or practice fire drills for the month of February.	Compliance of monthly fire drills will be completed and monitored by the Center Director in collaboration with the client. An additional fire drill will be conducted in March to recover for the lapse of Februarys drill. Quarterly file audits will be conducted by the Center Director and Regional Manager to ensure compliance. Additionally Center Director will calendar reminders of required fire drills so they are completed in a timely manner.	3/14/2025	

NAME - Agency Worker  
Michelle Garcia

Date Issued  
3/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

3-24-25