

Date Correction Plan Due 3/15/2024	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 Big Oak Child Care Center		Provider Number / Facility ID Number 8000557978 / 002 - 120085	
Address - Facility (Street, City, State, Zip Code) 2030 Winnebago St Madison WI 53704		Telephone Number 608-249-3991	Date - Regulation Visit 8/15/2023
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center did not adhere to their procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times when on July 27, 2023 a 4-year-old child was left on the playground for approximately 20 minutes. This was self-reported by the center.</p>	<p>Staff will use a tag system to do name to face checks along with the Brightwheel Classroom pictures to prevent anyone from being left unsupervised.</p>	9/1/2023

NAME - Agency Worker
Cierrena Schoville, Rebecca Brickson

Date Issued
3/1/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed