

Date Correction Plan Due 1/5/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 Creative Start Early Learning Ctr		Provider Number / Facility ID Number 8000560478 / 001 - 520197		
Address - Facility (Street, City, State, Zip Code) 542 7Th Ave W Durand WI 54736		Telephone Number 715-672-4164	Date - Regulation Visit 6/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 was not available for review for Child # 4.	<i>The center will obtain the child's immunization record from the parent. The record will be placed in the child's file immediately. The Director will ask for updated records quarterly.</i>	<i>6/10/25</i>	
2	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child # 2 was missing documentation of having received a follow up health examination within the past 6 months. The most recent health exam report available for review was dated 010/16/24.	<i>The center will obtain the child's health record from the parent & place in file. The Director will ask for updated records every 6 months.</i>	<i>6/10/25</i>	

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3 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Some Authorization to Administer Medication forms were missing the date range of the authorization. A written authorization to administer medication should include the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited. Repeat violation: Previously cited on 6/12/2024	Parents of affected children will be contacted to update authorization forms that include the correct date range. Medication authorizations will be reviewed & monitored for expiration	6/1/25	
4 251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: One child's Albuterol inhaler was not in the original container. Medication is required to be in the original container and labeled with child's name and the label shall include the dosage and directions for administration.	The parent was contacted & instructed to provide the original labeled container. The medication will not be given until received. Staff will verify all medications are in original containers.	6/10/25	
5 251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: Admission information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker. The Intake for Child Under 2 form was not moved to the Infant Room with a child who was in care in the Infant Room for the day.	The child's intake form was immediately moved to the infant room. Admission information for infants & toddlers will be maintained in the room to which the child is assigned at all times.	6/4/25	

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6	251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: Each infant and toddler shall be cared for by a regularly assigned child care worker in a self-contained room or area. A child was moved from the 2-3's Room to the Infant Room to adjust for staff-to-child ratios.	The child was moved on a field trip day to stay in ratio in all classrooms. The child went back to their regularly assigned room when staff returned from field trip. Staff schedules will be reviewed to ensure ratios are met without relocating children when at all possible.	6/4/25

NAME - Agency Worker
April Callihan

Date Issued
12/22/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Kelsy Bauer

Date Signed
12/29/25