

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Early Care and Education

Date Correction Plan Due 10/8/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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 Kids Care		Provider Number / Facility ID Number 9000556279 / 031 - 2006491							
Address - Facility (Street, City, State, Zip Code) 1200 N Center St Beaver Dam WI 539161166		Telephone Number 920-887-3663	Date - Regulation Visit 9/10/2024						
	Correction Plan	Expected Completion Date	Verification Date						
<table border="1"> <thead> <tr> <th data-bbox="519 1056 562 1412"></th> <th data-bbox="562 1056 1436 1412">Rule/Statute Number Noncompliance Statement</th> </tr> </thead> <tbody> <tr> <td data-bbox="519 1056 562 1412" style="text-align: center;">1</td> <td data-bbox="562 1056 1436 1412">           251.05(2)(a)  <b>Staff Record - Maintenance &amp; Availability</b>             Description: The licensee did not maintain or make a staff's file available for examination by the licensing specialist when the file was not at the center during the monitoring visit and when the administrator reported that the staff's file had not been complete.         </td> </tr> <tr> <td data-bbox="519 1412 562 1834" style="text-align: center;">2</td> <td data-bbox="562 1412 1436 1834">           251.05(2)(a)3.a.  <b>Staff Record - Physical Examination</b>             Description: A physical examination report indicating that the person is free from illness detrimental to children was not completed 30 days after a person was hired when Staff C's start date was in August of 2023, and they did not have a physical exam report.             Repeat violation: Previously cited on 2/28/2024         </td> </tr> </tbody> </table>		Rule/Statute Number Noncompliance Statement	1	251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: The licensee did not maintain or make a staff's file available for examination by the licensing specialist when the file was not at the center during the monitoring visit and when the administrator reported that the staff's file had not been complete.	2	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: A physical examination report indicating that the person is free from illness detrimental to children was not completed 30 days after a person was hired when Staff C's start date was in August of 2023, and they did not have a physical exam report.  Repeat violation: Previously cited on 2/28/2024	<p>Staff files will be made available upon request.</p>	09/25/24	
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	<p>Staff will be advised to get a health examination and have the doctor complete the state health report form.</p>	10/24/24							

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3	251.06(4)(b) <b>Fire Extinguishers - Staff Use</b>  Description: All staff were not instructed in and knowledgeable about the use of the fire extinguisher when a teacher reported that she did not know how to use a fire extinguisher.	Staff will receive instruction on how to use a fire extinguisher and will become knowledgeable on the use of a fire extinguisher.	10/24/24	
4	251.07(5)(a)5.c. <b>Menus - Available For Review</b>  Description: A menu was not available for review by the department when a teacher reported they did not have a menu, and she was unsure of what was being served every day.	Menus will be posted on every classroom bulletin board and all staff will be made aware of all menu locations.	09/25/24	
5	251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b>  Description: Children's hands were not washed with soap and warm running water before a meal when five children did not wash their hands prior to eating breakfast.	Staff will be coached on how to properly teach children how to wash their hands and faces before and after every meal.	09/25/24	

NAME - Agency Worker  
Kimberly Liebhart

Date Issued  
9/24/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Marahanna Wind*

Date Signed  
9/25/24