

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated November 19, 2024 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** kimberly.liebhart@wisconsin.gov or
 - **Fax:** (608) 422-6766 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHERN REGION
PO BOX 8947

MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 12/3/2024	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		Provider Number / Facility ID Number		
Sacc Jefferson		9000556279 / 003 - 120793		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
301 Brook St Beaver Dam WI 539162998		920-887-8811	11/12/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: A report on a physical exam was not completed within 30 days of a person being hired when Staff A was hired on 9/25/2024 and has not completed a physical health exam indicating that they are free from illness detrimental to children.	Staff had physical exam done, but it was not in file. Obtained form and put in file.	12-1-24	
2	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff C does not have a certificate from the Wisconsin Registry documenting that they have met education qualifications when Staff C has been working at the center for at least six months and does not have a Registry Certificate, as required.	Staff updated registry application and will print certificate when ready through the Registry.	2-1-24	

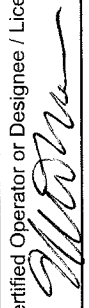
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3	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Each child care worker did not complete the department approved training on preventing abusive head trauma before their first day of beginning work when Staff A's start date was 9/25/2024 and they completed the training on 11/7/2024.</p>	<p>Staff completed training - going forward any new staff will complete training before official start date at center.</p>	12-1-24	
4	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Training on child abuse and neglect reporting was not completed within one week after beginning work at the center when Staff A began working at the center on 9/25/2024 and completed the training on 11/7/2024.</p> <p>Additionally, Staff C did not complete the biennial training as required when it was taken on 5/13/2022 and on 11/6/2024.</p> <p>Repeat violation: Previously cited on 11/2/2023</p>	<p>New staff will complete training before start date at center.</p> <p>Staff will take biennial training at the beginning of each school year as to not miss a due date</p> <p>Staff will submit training to registry for approval - if Y training is not applicable Staff will enroll in Registry admin class</p>	12-1-24	
5	<p>251.05(3)(d)5. Administrator - Supervision / Personnel Management Training</p> <p>Description: Within one year of assuming the position, the administrator did not complete at least 10 hours of training in supervision or personnel management when the administrator assumed the position on 11/7/2023 and the required training was not completed one year after assuming the position.</p>			

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6	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Each full-time staff did not participate in at least 15 hours of continuing education annually when Staff C did not fulfill the continuing education requirement for 2023.	Staff will enroll in training early each year as to not miss this deadline.	2-1-24
			Verification Date

NAME - Agency Worker
Kimberly Liebhart

Date Issued
11/19/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
12-4-24