

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due 2/24/2025 **TO FILE A COMPLAINT CALL** 608-422-6765

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 Y Kids Meadow View Primary **Provider Number / Facility ID Number** 9000556279 / 029 - 2006195

Address - Facility (Street, City, State, Zip Code) 506 Beaver Dam St Waupun WI 539631800 **Telephone Number** 920-887-8811 **Date - Regulation Visit** 2/4/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.a. Monitoring Results Posted Description: The current licensing statement of noncompliance and the correction plan from 1/8/2024, were not posted.	Non compliance from 1/8/24 will be posted on parent board.	2/21/25	
2 251.04(6)(b) Current, Accurate Daily Attendance Record Description: The staff did not maintain an accurate written record of daily attendance with the actual time of arrival and departure for each child when there were 19 children signed in and 20 children were in the classroom.	Will go over attendance expectations at staff meeting 2/26/25.	2/26/25	

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3 251.05(4)(b) Staff Meetings Description: The center is not conducting in person staff meetings one time for each month of center operation when staff reported not having an in person staff meeting since October 2024.	Calendar of staff meetings has been made and printed. It will be communicated to all staff and posted at each site.	2/21/25	
4 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: Fire evacuation plans were not practiced monthly when the emergency plan was not practiced in January 2025.	Calendar has been created and will be posted at each site of dates fire/tornado drills are to be completed on.	2/21/25	
5 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The director did not review records of injuries with staff every 6 months to ensure all possible preventive measures are being taken when the medical log book was last reviewed in April 2024. Repeat violation: Previously cited on 1/8/2024	Will ensure medical logs are being reviewed and signed according to standards.	2/21/25	

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<p>6 251.094(3)(a) School-Age Director - Responsibilities</p> <p>Description: The School-Age director is not managing and implementing program needs when staff reported that they request materials and age-appropriate games from the director and do not receive the materials.</p>	<p>Meet with director and discussed the expectation of being present at the site and meeting the needs of the staff</p>	<p>2/28/25</p>	

NAME - Agency Worker
Kimberly Liebhart



Date Issued
2/10/2025

2/24/25

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed