

Date Correction Plan Due 6/17/2025	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 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 5/28/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(n) Report - Change In Meal Prep Arrangements Description: A change in the meal preparation arrangements was not reported to the department within at least 5 days before the change when the program reported using a new catering service in January 2025.	The contract will be emailed to licensing as soon as possible.	6/13/25	
2	251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints Description: The meal prep staff reported not wearing a hair restraint.	Meal prep staff will always wear a hair restraint.	5/29/25	

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3	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 that all possible preventive measure are being taken when the medial log book was last reviewed on 09/19/2024.	The director will review the medical log book every 6 months.	6/4/25	
4	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: A written medical authorization did not include the length of administration when an authorization form in the infant room had a blanket authorization which is prohibited. Repeat violation: Previously cited on 2/28/2024	A new form will be filled out to the correct requirements, per licensing regulations.	6/6/25	
5	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child care workers did not document changes in a child's development every three months when Child A did not have updates on their food allergy and dietary needs. Additionally the child did not have a plan on care recorded.	Child A's parents will re-do the development document to include the most recent food allergy + dietary needs updates. * A plan on care will be added to the child's file.*	6/6/25	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
6/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

6-4-25