

<b>Date Correction Plan Due</b> 12/24/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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.

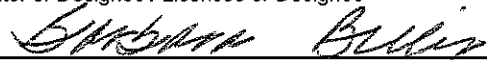
<b>Name - Certified Operator / Licensed Center</b> Lco Head Start-Early Head Start		<b>Provider Number / Facility ID Number</b> 1000577891 / 002 - 1008964		
<b>Address - Facility (Street, City, State, Zip Code)</b> 8837 N Trepania Rd Hayward WI 548432211		<b>Telephone Number</b> 715-634-8560	<b>Date - Regulation Visit</b> 12/3/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: There was no documentation that a tornado drill was completed in October 2025. There was no documentation that a fire drill was completed in October and November 2025.	The Program has always conducted Tornado Drills from April through October & fire drills each month. Director met with the Health & Safety Officer to ensure they are recorded. The forms will now be submitted on the Monthly ongoing monitoring forms to ensure completion and recording of the drills.	<i>1-14-2025</i>	
2	251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b>  Description: Staff in Head Start Room 3 are not using a 2-step process when cleaning and sanitizing eating surfaces. Per staff interview, single-use cloths are not being used when cleaning eating surfaces; they are reusing a wash cloth throughout the day.	The regular classroom teacher was not Onsite during the review. We addressed the issue with the teachers in a staff meeting. All classrooms will use single-use cloths when cleaning and sanitizing.	<i>1-14-2025</i>	

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3	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: Several children with medication at the center did not have the start and end dates filled out on the medication authorization form.	All medication administration forms have been checked. The Director and Managers met on the date of review to discuss this concern. We reviewed the process to ensure the forms are dated as required with a start and end date.	1-14-2025
4	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Bottles that are kept in the fridge in the infant room were not labeled with the child's name or date.	The infant classrooms were trained on the storage and labeling of bottles. A meeting was held in December following the licensing visit. This was corrected immediately following the Licensing visit.	1-14-2025

NAME - Agency Worker  
Brooke Lampe, Bonnie Davis

Date Issued  
12/10/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

1-14-2025

*This is What Was Reviewed  
after visit. 1/3/2025*

**Licensing Visit Updates – 12/3/2025**

Licensors: Brooke Lampe

*B. Buller*

**Violations findings and Corrections-**

**1. Food/Breast Milk Labeling**

- a. All food and breast milk (fresh or frozen) brought by parents must be labeled with the child's name and date.
- Just a note ALL food in classroom fridges should be labeled & dated and cleaned out regularly.

**2. Medication Authorization**

- a. Forms must include start and end dates for administration.
- b. EpiPens and inhalers must list expiration dates.
- c. Include signs/symptoms to check before giving medication.
- d. A doctor's care plan should provide these details.

**3. Sanitation**

- a. Wipe soiled surfaces with a one-time-use cloth/wipe and soapy water.
- b. Follow with a sanitizing spray and paper towel (waiting required sanitation time stated on bottle)

**4. Emergency Drill Documentation**

- a. Document all fire and tornado drills.
- b. Post records in the Head Start entrance hallway for parent review.

**Other Findings**

- Intake forms for children under 2 years must be updated every 3 months. Teachers and parents may update the original form by writing changes, initialing, and dating.
- Maintain at least three toys per child in each room; avoid overstimulation.
- Bus #4 will be sold to Hurricane Bus Co.
- Liability insurance form updated and submitted to licensors.
- Past violations are corrected and posted.