

Date Correction Plan Due 5/28/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Lco Head Start-Early Head Start		Provider Number / Facility ID Number 1000577891 / 002 - 1008964		
Address - Facility (Street, City, State, Zip Code) 8837 N Trepania Rd Hayward WI 548432211		Telephone Number 715-634-8560	Date - Regulation Visit 5/13/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Child 5 and Child 8 did not have an updated health report on file.	<i>The Program Will continue to contact the family to get copies &amp; make this a requirement @ enrollment</i>	<i>6/12/2024</i>	
2	251.07(6)(dm)3.b. <b>Medical Log - Injury In Care</b>  Description: Entries in the Early Head Start medical log book do not have the times documented with the injuries or incidents.	<i>The Director has met w/ the nurse in health Dept. All entries will now be logged w/ times Reviewed in Staff Meeting.</i>	<i>6/1/2024</i>	

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3	251.09(1)(c) Infant & Toddler - Documenting Changes In Development  Description: Intake Under 2 forms are not being updated every 3 months to document changes in a child's routine and development.	<i>Records officer &amp; Classroom teacher will meet w/ Family every 3 months to update intake with Families- Current intake forms will be each classroom.</i>	<i>6/5/2020</i>

NAME - Agency Worker  
Brooke Lampe

Date Issued  
5/14/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Barbara Butler*

Date Signed