

<b>Date Correction Plan Due</b> 7/10/2023	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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**

Miss Karleen's

**Provider Number / Facility ID Number**  
4000578394 / 001 - 1003950

**Address - Facility (Street, City, State, Zip Code)**

4885 Cuba Valley Rd Deforest WI 535322401

**Telephone Number**  
608-846-8841

**Date - Regulation Visit**  
6/19/2023

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)1m. <b>Child Record - Health History</b>  Description: Child 2 did not have a record of health history report.	Parents were notified and asked to complete a health history form ASAP.	7/19/23	
2	250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: The licensee did not maintain a current or accurate daily attendance record when the last date of attendance recorded was on 06/16/2023 and the actual time of arrival and departure for each child was not recorded.	Started a new routine during drop off and pick up with families also helping with signing in and out.	6/19/23	

**NAME - Agency Worker**  
Kimberly Liebhart

**Date Issued**  
6/26/2023

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*[Signature]*

**Date Signed**

7/15/23