

Date Correction Plan Due 5/28/2025	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 Mckenzie Family Boys And Girls Club		Provider Number / Facility ID Number 1000586911 / 011 - 2004934		
Address - Facility (Street, City, State, Zip Code) 232 Windsor St Sun Prairie WI 535902142		Telephone Number 608-661-4570	Date - Regulation Visit 5/9/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8. Child Record - Physical Examination Description: Three of four child files reviewed were missing documentation of children's most recent physical examinations.	-Member files will be reviewed monthly -Upon starting, a physical examination will be provided and updated based on licensing regulations.	5/30/2025	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Current, accurate written record of the daily attendance was not maintained when children were observed to leave for 4-year-old kindergarten but they were not signed out of care.	-Children will be signed in upon arriving and signed out upon leaving the club via MyClub Hub -Each classroom will have a clipboard with a roster of the names of the children. ID Cards will be placed on the back of the clipboards to show who is in attendance.	5/30/2025	

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3	251.055(1)(a) Supervision Of Children Description: Each child was not supervised by a child care worker who is within the sight and sound of the children to guide children's behavior and activities, prevent harm, and ensure safety when a 5-year-old child was removed from a classroom and walked into the office on their own, causing the child to be unsupervised for two minutes. This was self reported by the center.	-A staff training on active supervision and maintaining sight and sound will be implemented.	5/28/25	
4	251.07(2)(b) Policy - Child Guidance Description: Staff did not implement the center's written child guidance policy when a 5-year-old child was placed outside of their classroom alone due to their behaviors, but the center's policy states that the center does not use time outs to guide children's behaviors.	-A staff training on the center's child guidance policy will be conducted	5/28/25	
5	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The director did not document review of records of injuries in the medical log book every 6 months when the Lions classroom medical log book was last reviewed October 4, 2024.	-Medical Log books will be reviewed every 3 months	5/23/25	

NAME - Agency Worker
Cierrana Schoville

Date Issued
5/14/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

5/20/2025