

Date Correction Plan Due 3/19/2026	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		Provider Number / Facility ID Number		
Mckenzie Family Boys And Girls Club		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 3/5/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(3)(a)5. Indoor Equipment - Intended Use Description: On 2/18/26 a 14-month-old was in a 2-foot tall high chair unbuckled when the teacher slid the chair and the child fell out. On 3/5/26 an infant was seated in a similar chair, buckled, but the strap was not adjusted to the size of the child.	Assign each child a high chair and label using their pictures. The straps will be adjusted for each child's size. Staff will ensure that children are buckled each time they are placed in the high chair	3/27/26	
2	251.07(6)(dm)3.b. Medical Log - Injury In Care Description: Child 1 fell and hit their head on 2/12/26 but the injury was not written in the medical log book until after 2/19/26.	Review with all staff on how and when to fill out the medical log book.	4/10/26	

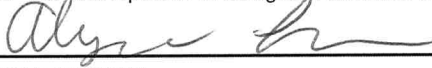
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Noncompliance Statement			

NAME - Agency Worker
Cierrena Schoville

Date Issued
3/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



3/19/26