

Date Correction Plan Due 9/25/2025	<h2 style="margin: 0;">NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</h2>	TO FILE A COMPLAINT CALL 715-930-1148
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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		
Black River Child Care School Age Program		1000560621 / 002 - 520284		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
410 County Road A Blk River Fls WI 546158206		715-284-2238	8/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 was not observed in the file for Child #8.	Get documentation for child 8. Moving forward we will do spring and fall check for completed paperwork.	9/15/2025	
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: The center did not have documentation of a completed child care background check for Staff A that indicates the person is eligible to work in a child care program as specified in s. 48.686, Stats., and ch. DCF 13. Staff A was providing care to children and counted in staff-to-child ratio on the day of the monitoring visit.	Please final background check in staff A's file.	9/24/2025	

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3	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: The files for Staff A and B did not contain documentation of a physical examination report completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.</p>	<p>Recieve proper documentation and completed physical examination forms from both Staff.</p>	09/30/2025	
4	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff B and E were missing documentation of having obtained a certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department within 3 months of employment.</p>	<p>Get paper copy of Staff E's CPR certification for their file.</p> <p>Get paper copy of Staff B's CPR certification for their file.</p>	09/05/2025	
5	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A, B and D were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p>	<p>Have all 3 staff complete the biennial training and add certificates to their files.</p>	09/30/2025	

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6 251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Contrary to rule, Staff D did not have documentation of the yearly requirement of 15 hours of continuing education in 2024.	Recieve copy of staff D's continuing education from main site and add it to their file.	09/05/2025	
7 251.06(9)(d)2.a. Food Storage - Dry Food Description: Open packages of dry foods were observed on a table in the common food area. Dry foods, if opened, are required to be stored in bags with zip-type closure or containers with a tight-fitting cover and should be labeled.	We plan to ensure we keep leftover food in Zip-loc bags. As well as purchasing a container with a tight fitting lid.	09/05/2025	
8 251.07(5)(a)5.c. Menus - Available For Review Description: The center has not been documenting meals and snacks served. Documentation of meals and snacks served must be planned at least one week in advance, dated, kept on file for 3 months and available for review by the licensing representative.	We will create a menu with dates and proper components with a place to change substitutions.	09/05/2025	

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9	<p>251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized</p> <p>Description: The tables were only being sanitized before children sat down to eat meals and snacks. Per rule, eating surfaces shall be cleaned with soap and water AND sanitized before and after each use.</p> <p>Repeat violation: Previously cited on 8/14/2024</p>	We will re-train staff on how to clean AND sanitize eating surfaces to ensure we follow license rules.	09/05/2025	
10	<p>251.07(6)(f)1.a. Medication Administration - Parent Authorization</p> <p>Description: The parent authorization form for medication must include start and end dates for the length of the authorization that do not exceed the time specified on the label of the medication. One child's written authorization for medication that was on the premises was missing start and end dates for the length of the authorization. In addition, one child was missing a parent authorization form for medicated lotion.</p>	We will correct and double check all Medication forms as well as ensure all forms are kept in the same place (with the medication).	09/05/2025	
11	<p>251.07(6)(f)1.b. Medication Administration - Containers & Labeling</p> <p>Description: Medication must be in the original container and labeled with the child's name and the label includes the dosage and directions for administration. One child's prescription medication was missing the doctor's prescription label.</p>	We will communicate with parents that we need the boxes and the prescription label.	09/05/2025	

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12	251.094(4)(c) School-Age Program Leader - Training Description: There was no documentation for either staff that were providing care on the day of the monitoring visit that they had met the educational qualifications of a School-Age Program Leader prior to assuming the position as is required by rule.	We will have Wisconsin Registry certificates for all staff, stating that they are qualified for School-Age Program Leader.	09/09/2025	
13	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: Per rule, at least one School-Age Program Leader or Child Care Teacher shall supervise each group of school-age children. On the day of the monitoring visit, the center did not have a School-Age Program Leader or Child Care Teacher providing supervision of the children.	We will have proper Wisconsin Registry documentation, stating that each staff is qualified as Child Care Teachers.	09/05/2025	

NAME - Agency Worker
Jennifer Stubbe

Date Issued
9/11/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed