| Date Correction Plan Due<br>9/4/2026 | **NONCOMPLIANCE STATEMENT AND CORRECTION PLAN** | TO FILE A COMPLAINT CALL<br>715-930-1148 |
|---|---|---|

**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**<br>Black River Child Care School Age Program | | **Provider Number / Facility ID Number**<br>1000560621 / 002 - 520284 | |
|---|---|---|---|
| **Address - Facility (Street, City, State, Zip Code)**<br>410 County Road A Blk River Fls WI 546158206 | **Telephone Number**<br>715-284-2238 | **Date - Regulation Visit**<br>8/6/2026 | |
| | **Rule/Statute Number**<br>**Noncompliance Statement** | **Correction Plan** | **Expected Completion Date** | **Verification Date** |
| 1 | 251.04(2)(n)1.<br>**Background Check Request Form - Change In Board**<br><br>Description: The department was notified on June 2, 2026 there would be a change in board president for the Licensee on July 1, 2026. As of the date of the monitoring visit, the center has failed to submit a completed background check request form for the new board president. Rule requires the background check request form to be submitted by the next business day of the change in board presidents. | Background check Request form was submitted on 8/10/26 and completed background check on 8/21/26 | 8/26/2026 | |
| 2 | 251.04(6)(a)6m.<br>**Child Record - Immunization History**<br><br>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 #1.<br><br>Repeat violation: Previously cited on 8/13/2025 | Recieve accurate and up to date records for child #1. | 9/11/26 | |

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| 3 | 251.04(6)(b)<br>**Current, Accurate Daily Attendance Record**<br><br>Description: The attendance was not current and accurate on the day of the licensing visit when two of the children were not signed in on the attendance record. | Ensure staff and signing children in and out accurately on paper. | 9/4/26 | |
| 4 | 251.05(2)(a)1.<br>**Staff Record - Personal Information**<br><br>Description: There was no documentation of Staff Record form information in the file for employees C and D. In addition, employees A and B had incomplete forms in their files. | Complete staff record information for all. | 9/4/26 | |
| 5 | 251.05(2)(a)2.<br>**Staff Record - Completed Background Check**<br><br>Description: The center did not have documentation of a completed child care background check for Staff A and D that indicates the person is eligible to work in a child care program as specified in s. 48.686, Stats., and ch. DCF 13. Both staff have been providing care to children.<br><br>Repeat violation: Previously cited on 8/13/2025 | Print off and place in file, the documentation of background check. | 9/11/26 | |

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| 6 | 251.05(2)(a)3.a.<br>**Staff Record - Physical Examination**<br><br>Description: The files for Staff A, B, C and D 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.<br><br>Repeat violation: Previously cited on 8/13/2025 | Retrieve physical examination reports from staff who were missing them | 9/11/26 | |
| 7 | 251.05(2)(a)4.b.<br>**Staff Record - Registry Certificate - School Age Programs**<br><br>Description: Staff A and B were missing a certificate from The Registry documenting that the person has met the educational qualifications for the position and the person has worked as a school-age program leader, school-age director and/or school-age administrator at the center for at least 6 months. | Print of certificates and place in staff files. | 9/11/26 | |

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| 8 | 251.05(3)(c)<br>**Cardiopulmonary Resuscitation Training**<br><br>Description: Staff A and B 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. Staff E was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department. Staff G had a current CPR-AED certificate, but not from a department-approved course provider.<br><br>Repeat violation: Previously cited on 8/13/2025 | Ensure all staff have accurate and up to date CPR and AED certificates. | 9/9/26 | |
| 9 | 251.05(3)(cm)<br>**Child Abuse & Neglect - Biennial Training**<br><br>Description: Staff A, B, C, D and E were missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.<br><br>Repeat violation: Previously cited on 8/13/2025 | Print off certificates and place in staff files. | 9/4/26 | |
| 10 | 251.05(4)(a)<br>**Staff Orientation - Develop, Implement, Document**<br><br>Description: Staff B, C and D were missing documentation of having received a complete orientation within their first week at the center. | Go over orientation again and put documentation in files. | 9/11/26 | |

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| 11 | 251.05(4)(c)9.<br>**Continuing Education - Documentation Of 12 Month Period**<br><br>Description: Contrary to rule, Staff F did not have documentation of the yearly requirement of 15 hours of continuing education in 2024.<br><br>Repeat violation: Previously cited on 8/13/2025 | Retrieve documentation for 2024 and ensure we have it moving forward. | 9/11/26 | |
| 12 | 251.07(5)(b)5.<br>**Eating Surfaces - Cleaned, Sanitized**<br><br>Description: Staff did not clean and sanitize the tables before placing lunch boxes on them as observed during the monitoring visit. Per rule, eating surfaces shall be cleaned and sanitized before each use.<br><br>Repeat violation: Previously cited on 8/13/2025, 8/14/2024 | Retrain staff on table cleaning and sanitizing procedure. | 9/4/26 | |
| 13 | 251.07(6)(f)5.<br>**Medication Administration - As Labeled & Authorized**<br><br>Description: The center had an expired Epi-pen for one child. Medication past its expiration date may not be administered to a child even with parent authorization. | Expired Epi-pen be sent home and request parents bring a new one. | 8/7/2026 | |

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| 14 | 251.094(4)(b)2.<br>**School-Age Program Leader - High School Or Equivalent**<br><br>Description: Staff A and B, both being used as school-age program leaders, did not have documentation of a high school diploma or its equivalent in their staff record file. | Retrieve copies and add them to file. | 9/11/26 | |
| 15 | 251.094(4)(c)<br>**School-Age Program Leader - Training**<br><br>Description: There was no documentation for Staff A and B that they had met the educational qualifications of a School-Age Program Leader prior to assuming the position as is required by rule.<br><br>Repeat violation: Previously cited on 8/13/2025 | Retrieve documentation and ensure it is on file. | 9/18/26 | |
| 16 | 251.095(2m)(c)<br>**School-Age Care - Supervision Of Group Of Children**<br><br>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 documentation to show that they had a a School-Age Program Leader or Child Care Teacher providing supervision to the children.<br><br>Repeat violation: Previously cited on 8/13/2025 | Ensure documentation is accurate to show there is a School-Age Program Leader qualified staff there. | 9/11/26 | |

**NAME** - Agency Worker
Jennifer Stubbe

Date Issued
8/21/2026

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

Mackenzie Dougherty

Date Signed 9/2/2026