

<b>Date Correction Plan Due</b> 5/14/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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.

<b>Name - Certified Operator / Licensed Center</b> Advocap Head Start - N Fond Du Lac		<b>Provider Number / Facility ID Number</b> 2000577932 / 003 - 1005659		
<b>Address - Facility (Street, City, State, Zip Code)</b> 923 Minnesota Ave N Fond Du Lac WI 54937		<b>Telephone Number</b> 920-517-3629	<b>Date - Regulation Visit</b> 4/17/2024	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(3)(L) <b>Report - Construction Or Remodeling</b>  Description: Based upon observation on April 17, 2024, the licensee failed to notify the Department in writing of construction to the playground prior to the work beginning.	All future construction that involves altering a playground will be reported to DCF prior to work starting.	4-18-2024; Ongoing	
2	251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: Based upon review on April 17, 2024, Child #2 of the Child Record Checklist did not have documentation of a physical exam on file.	Child #2's file was updated with all forms present and the Child Record Checklist complete. All Child Record Checklists will be reviewed monthly for accuracy and any missing forms	5-6-2024; Ongoing	

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3	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: Based upon observation on April 17, 2024, the medical log book was not reviewed every 6 months, as the last review occurred on 8/22/23.	Medical Logs will be reviewed by our Health and Disabilities Manager and the Center Operations Manager in October and April of each school year	5-6-2024; Ongoing
			<b>Verification Date</b>

**NAME - Agency Worker**  
Jamie Brandt

**Date Issued**  
4/30/2024

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



**Date Signed**

5-14-24