

Date Correction Plan Due 12/2/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Advocap Inc. Head Start Academy	Provider Number / Facility ID Number 2000577932 / 010 - 2006620
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Address - Facility (Street, City, State, Zip Code) 678 Western Ave Fond Du Lac WI 549353821	Telephone Number 920-579-3962	Date - Regulation Visit 10/16/2024
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: Based upon investigation on October 16, 2024, a child care worker in Room #2 did not keep accurate attendance when the worker failed to sign a child into their classroom upon arrival on October 7, 2024.</p>	<p>Staff member responsible was terminated on 10-10-24 for failure to follow ADVOCAP Head Start operational procedures regarding child attendance and face to name.</p> <p>All staff were re-trained on child attendance documentation at a department meeting on 10-11-24.</p> <p>Center Operations Managers monitor face to name sheets weekly for compliance and follow-up and provide technical assistance to classroom staff as needed.</p>	10-11-24	
2	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Based upon observation on October 16, 2024, a child care worker in Room #2 was not signed into the classroom when they were used to meet the staff-to-child ratio.</p> <p>CORRECTED DURING VISIT.</p>	<p>All staff were re-trained on child attendance documentation at a department meeting on 10-11-24. Staff were instructed to remind staff as they walk in to sign in.</p> <p>Center Operations Managers monitor face to name sheets weekly for compliance and follow-up and provide technical assistance to classroom staff as needed.</p> <p>This staff member was coached the day of the visit regarding the requirement to sign in when entering classrooms.</p>	10-16-24	


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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
3	251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness Description: Based upon observation on October 16, 2024, the cots in Room #9 were not covered while they were not in use.	The COM ensured that all staff were aware of the requirement to cover cots when not in use after the visit on 10-16-24. Beginning on 10-17-24, all cots were covered when not in use.	10-17-24
			Verification Date

NAME - Agency Worker
Jamie Brandt

Date Issued
11/18/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



12-2-24