

<b>Date Correction Plan Due</b> 1/1/2025	<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 Inc. Head Start Academy		<b>Provider Number / Facility ID Number</b> 2000577932 / 010 - 2006620		
<b>Address - Facility (Street, City, State, Zip Code)</b> 678 Western Ave Fond Du Lac WI 549353821		<b>Telephone Number</b> 920-579-3962	<b>Date - Regulation Visit</b> 12/17/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b>  Description: Based upon observation on December 17, 2024, a childcare worker sprayed a table with Sani-cide, a cleaning product, while children were seated at the table. The cleaning product was labeled "KEEP OUT OF REACH OF CHILDREN"  Repeat violation: Previously cited on 9/5/2024	The teacher in question was demoted to Assistant Teacher and placed under the supervision of a classroom teacher.  Both childcare workers were retrained by the COM on appropriate and compliant cleaning and sanitizing practices.  The COM and administrative assistant will conduct daily random walkthroughs to ensure  The completion date for personnel actions reflects program closure from 12-19-24 / 01-02-2025 for winter break.	01/09/2025  01/02/2025  01/02/2025	

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2	251.07(3)(b)3. <b>Equipment - Quantity For Outdoors</b>  Description: Based upon observation on December 17, 2024, six children were not provided with equipment to play with for approximately 20 minutes while outside in the fenced in play space. Child care workers indicated that the children were not provided with equipment because they had been pushing and shoving before they went outside.	The teacher in question was demoted to Assistant Teacher and placed under the supervision of a classroom teacher.  Both childcare workers were retrained by the COM on appropriate and compliant child guidance techniques.  The COM and administrative assistant will conduct daily random walkthroughs to ensure that children have access to materials at appropriate times and that children are not being segregated from the classroom group.	01/09/2025  01/02/2025	
3	251.07(4)(e) <b>Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</b>  Description: Based upon observation on December 17, 2024, the cots in room #10 were not stored in a sanitary manner when they were not covered with a sheet when not in use.  CORRECTED DURING VISIT.  Repeat violation: Previously cited on 10/16/2024	All classrooms have been furnished with sheets to cover all cots when not in use. Staff were instructed to ensure placement of sheets before and after nap time.  The COM and administrative assistant will monitor daily for compliance. Staff have been informed that failure to comply will lead to disciplinary action.	01/02/2025	

**NAME - Agency Worker**  
Jamie Brandt

**Date Issued**  
12/18/2024

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

  
**Date Signed**