

Date Correction Plan Due 5/29/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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 5/12/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: Based upon the center's self-report, on May 1, 2025, a 4-year-old child was not within the sight and sound of child care workers for approximately 4 minutes when the child was left alone and sleeping in a classroom while the rest of the class went to the bathroom down the hall.</p> <p>Repeat violation: Previously cited on 9/5/2024</p>	<p>251.055(1)(a) &amp; 251.055(1)(f)</p> <p>The Assistant Teacher responsible for the supervision lapse received a Final Written Warning on May 2, 2025. The warning outlines clear expectations for child supervision, including mandatory compliance with ADVOCAP's Face to Name and Active Supervision procedures.</p> <p>The substitute teacher assigned to the classroom on the day of the incident required to repeat training on Face to Name and Child Supervision. This included intensive retraining on Face to Name procedures, sight and sound supervision requirements, and Active Supervision expectations.</p> <p>A mandatory center wide staff meeting was held on May 9, 2025. The following topics were retrained:</p> <ul style="list-style-type: none"> <li>• Face to Name tracking procedures: Ensuring each staff member verifies the physical presence of each child during transitions, using both visual confirmation and checklist documentation.</li> <li>• Child supervision and Active Supervision principles: Including staying within sight and sound of all children, anticipating transitions, scanning and positioning, and maintaining accountability during high-risk moments.</li> </ul>	<p><i>May 9, 2025</i></p>	

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	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: Based upon the center's self-report, on May 1, 2025, child care workers failed to implement and adhere to the center's child tracking procedure when workers did not complete the face-to-name procedure or scan the room prior to transitioning to the bathroom. This resulted in a 4-year-old child being left alone in the classroom for approximately 4 minutes.	To mitigate risk of reoccurrence, Effective May 5, 2025, the Head Start Management Team will conduct random daily monitoring checks of transitions and Face to Name documentation in all ADVOCAP Head Start Classrooms. Findings will be logged and reviewed after the observation with the teachers and the COM. The Head Start Director reviews weekly to determine if there are patterns of non-compliance that need addressed program wide.  Face to Name sheets will be audited weekly by the center operations manager to ensure compliance and identify any inconsistencies or missed steps in paperwork documentation of child transitions.	

**NAME - Agency Worker**  
Jamie Brandt

**Date Issued**  
5/15/2025

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



**Date Signed**

5/16-25