

Date Correction Plan Due 4/22/2025	<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 Head Start - N Fond Du Lac	Provider Number / Facility ID Number 2000577932 / 003 - 1005659
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Address - Facility (Street, City, State, Zip Code) 923 Minnesota Ave N Fond Du Lac WI 54937	Telephone Number 205-395-4629	Date - Regulation Visit 4/2/2025
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b></p> <p>Description: Based upon review on April 2, 2025, Child #3 of the Child Record Checklist did not have documentation of a health examination on file within 3 months of being admitted to the center.</p> <p>Repeat violation: Previously cited on 4/17/2024</p>	<p>Center Operations Managers (COMs) will complete a checklist for required paperwork at the beginning of the year, and any time that a new student starts. COMs will monitor the accuracy of checklist monthly and ensure any new children have their files at the center within 90 days. The Health Services Manager or designated health staff member will also complete an audit of the child files for all classrooms within the first 90 days of the program year.</p> <p>As updated physicals are obtained throughout the year, the Health Services Manager or designated staff member will email these documents for the COMs to print and file at the centers. COMs and the Health Services Manager will track when physicals expire to ensure the updated copy is received in a timely manner.</p> <p>To ensure immediate compliance, The Health Services Manager completed onsite child file reviews and updated files as needed.</p>	04/22/2025	

NAME - Agency Worker  
Jamie Brandt

Date Issued  
4/8/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

4-22-25