

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated June 08, 2023. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** Cindy.Matuszak@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
141 NW BARSTOW ST
ROOM 104
WAUKESHA, WI 53188

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due 6/22/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN
TO FILE A COMPLAINT CALL 262-446-7800	

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 Pleasant Prairie Kindercare		Provider Number / Facility ID Number 0000580590 / 093 - 2006230		
Address - Facility (Street, City, State, Zip Code) 9191 80Th St Pleasant Pr WI 531581958		Telephone Number 262-697-9341	Date - Regulation Visit 5/23/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child 1's physical exam was expired when it was completed more than six months prior.	Center leadership has requested that parent provide the updated physical exam report		
2	251.07(6)(g)3. Sunburn Protection Description: Sunscreen was applied to a child without permission from the parent.	Topical ointment form was completed for all students that use sunscreen		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Pleasant Prairie Kindercare		0000580590 / 093 - 2006230		
Address - Facility (Street, City, State, Zip Code) 9191 80Th St Pleasant Pr WI 531581958		Telephone Number 262-697-9341	Date - Regulation Visit 5/23/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.08(3)(b) Information In Vehicle - Emergency Information Description: Emergency information was not carried in the vehicle used to transport for all children being transported.	The bus will contain a binder with currently enrolled students emergency information	6/16/23	
4	251.08(3)(c) Information In Vehicle - Route And Stops Description: The transportation routes and scheduled stops were not located in the vehicle used for transportation.	The bus will contain a list of transportation routes and scheduled stops	6/16/23	
5	251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: A child being cared for in the toddler 4 room did not have intake information available for review in the room.	Center leadership has requested that parent update intake form	7/16/23	
6	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child 1 did not have updates in development documented every three months.	Center leadership has requested that parent update intake form	7/16/23	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Pleasant Prairie Kindercare		0000580590 / 093 - 2006230	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
9191 80Th St Pleasant Pr WI 531581958		262-697-9341	5/23/2023
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
7	251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: On three occasions, a child was not cared for by the regularly assigned child care worker. The parent was not informed when the child was moved, and information about the child was not passed on to staff in the different room.	Center leadership have corrected this by implementing stream lined child age up procedures that include communication with families and staff	6/1/23
8	251.09(3)(a)1. Infant & Toddler - Feeding Schedules Description: A child in the toddler 4 room was not given fluids according to the parent's instructions.	Parent has been advised that fluids cannot be withheld from a child and staff refreshed on fluid intake requirements for children	6/1/23
9	251.09(3)(a)8. Infant & Toddler - Drinking Water Description: A child in the infant 4 room was not offered drinking water several times daily.	Parent has been advised that fluids cannot be withheld from a child and staff refreshed on fluid intake requirements for children	6/1/23

NAME - Agency Worker
Cindy Matuszak

Date Issued
6/8/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

DCF-F-SES-234-E (R03/2011)
6/15/23

