

Date Correction Plan Due 11/15/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 Pittsville Child Care Center		Provider Number / Facility ID Number 7000589517 / 002 - 2004257		
Address - Facility (Street, City, State, Zip Code) 5459 Elementary Ave Pittsville WI 544669550		Telephone Number 715-884-5240	Date - Regulation Visit 9/29/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The monitoring results from 10/14/24 were not posted next to the child care license.	We need a copy to correct & Post. The director at the time was on leave. She never gave staff in-charge the correction order and it was not posted as they did not know there was one.	11/10/25	
2	251.04(6)(a) Child Record - Maintenance & Availability Description: Child 9 did not have a child record on file.	This file was found in the back with Summer enrollment. These children are no longer in the program.	11/13/25	

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3	251.04(6)(a)6m. Child Record - Immunization History Description: Child 4 did not have record of immunizations on file. Repeat violation: Previously cited on 10/14/2024	was returned and filed on 11/3/25	11/3/25	
4	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child 4 did not have record of a health report on file within the last six months.	Completed and filed 11/3/25	11/3/25	
5	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Child 9 is in care of staff in the infant classroom and is not being signed in on the daily attendance sheet.	The new director monitors the classroom attendance by the lillio app and physically checks into rooms randomly to look at attendance.	11/3/25	
6	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A and B did not have record of CPR on file. Repeat violation: Previously cited on 10/14/2024	These two staff will be trained with the District Nurse. We are currently waiting for her infant CPR doll to arrive.	12/1/25	

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7	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A, B, and C did not have record of child abuse and neglect training on file. Repeat violation: Previously cited on 10/14/2024, 11/13/2023	The training was completed with the District but never printed and put into files. Copies are now in files & clipped to an orange training record dated 7/1/25-7/1/26	11/3/25	
8	251.055(2)(m) Staff-To-Child Ratios - Children Of Staff Description: Child 9 was in care of child workers in the infant classroom and was not being counted in staff-to-child ratio requirements.	New Director actively monitors Ratios & staff to keep all rooms in ratio	11/3/25	
9	251.06(3)(b)2. Emergencies - Practice Written Plans Description: Per staff interview, emergency drills have not been conducted since June 2025.	The new director has created a log and we will be recording drills in the log monthly. I have contacted the principal to include us with the school drills.	11/3/25	
10	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: There was no documentation of emergency drills on file.	We have a log without fire drills in the office. we will practice drills monthly.	11/3/25	

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11	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: The refrigerators in the infant classroom and storage room did not have thermometers in the fridge or freezer.	These were put into refrigerators & freezers on 10/1/25.		10/1/25
12	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: The sanitizing product is not being used per the label instructions.	We are now following the product directions but looking for a product that would work with a quicker drytime	10/1/25	
13	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log books were not reviewed in the last six months to ensure all possible preventative measures are being taken.	The Director has it on her schedule to review every 6 months & highlight. April 2, 2026 will be the next review date.	11/3/25	
14	251.07(6)(f)6. Current Authorizations For Medications On Premises Description: One medication in the school-age classroom had expired in March 2024.	All medication was sent home. Medical boxes are checked weekly to make sure meds are sent home at the end of use by date	11.3.25	

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15	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Breast milk in the infant classroom freezer was not labeled with the child's name.	All Breast Milk is labeled with child's first & last name.	11/15/25
16	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: The disinfectant product is not being used per the product label. In the infant classroom the surface under the changing mat had not recently been cleaned and was covered in dirt and debris.	Because of the 10 minute sanitation time we have purchased another changing pad to flip out as I am sanitizing until we can find a quicker sanitizer.	11/15/25

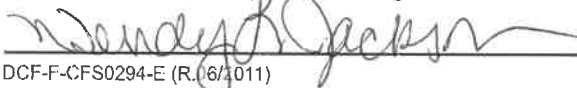
we are having a staff meeting 11/11/25 to review all of these corrections. we will also be setting expectations.

NAME - Agency Worker
Heather Struck, Brooke Lampe

Date Issued
10/30/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



11/10/25