

<b>Date Correction Plan Due</b> 9/18/2024	<h2 style="margin: 0;">NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</h2>	<b>TO FILE A COMPLAINT CALL</b> 608-422-6765
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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)(l) 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>		<b>Provider Number / Facility ID Number</b>		
Chestnut Children's Academy		8000591178 / 001 - 2006343		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
405 W Chestnut St Pardeeville WI 539549108		608-429-8045	8/13/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(h) <b>Report - Change In Room Usage</b>  Description: The School age room was divided without approval and previous notification to the Department.	*mailed w/ details ↓ waiting on licensor to come back	9/6/24	RMC 4/4/25
2	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Children's attendance record was not accurate when some children were not signed out in different rooms the week of August 5, 2024 to August 9, 2024.  Repeat violation: Previously cited on 6/21/2023	* checking in with staff on logs  * reviewing every Monday they are correct	9/6/24	RMC 4/4/25

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3	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: Staff A did not have a physical examination report within the 30 days of being hired that indicated the person was free of illness and able to work with children.</p>	<p>* Making sure staff get dr. appts within 30 days</p> <p>* Renewing files</p>	9/6/24	
4	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: At several rooms, staff days and worked hours record were inaccurate when child care workers did not signed out from the rooms they counted in staff-to-child ratio on the week of August 5, 2024 to August 9, 2024.</p> <p>Repeat violation: Previously cited on 6/21/2023</p>	<p>* Renewing logs weekly to make sure staff time keeping matches the logs for classrooms</p>	9/6/24	RMC 4/4/25
5	<p>251.05(2)(a)8. <b>Staff Record - Orientation</b></p> <p>Description: Staff A was missing documentation of having received an orientation within the first week of being hired.</p>	<p>* Renewing all staff files</p>	9/6/24	RMC 4/4/25

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6	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Staff A did not have a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use.	* staff completed CPR - provided director her certificate	9/6/24	
7	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff A and B did not have documentation of current biennial child abuse and neglect training.	* staff completed CPR - provided director her certificate	9/2/24	
8	251.05(3)(f)3. <b>Child Care Teacher - Entry-Level Training</b>  Description: In the Infant 2 classroom, staff B, did not complete all entry level training to qualify as a teacher prior to assuming position.	* staff has completed appropriate education	9/6/24	4/4/25 RM
9	251.05(4)(c)2m. <b>Continuing Education Requirement - Less Than 8 Months</b>  Description: Staff A, who had been working at the center less than 8 months, did not complete at least 2 hours of qualifying continuing education per month.	* staff has completed a 2 hour CE course	9/4/24	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
10	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: According to the attendance record, the staff-to-child-ratio was exceeded at the Infants 2 room the week of August 5, 2024 to August 9, 2024 when approximately five to seven children, under the age of two years old, were in care by one child care worker from 8:40am to 2:00pm.</p> <p>The Toddlers room also exceeded the staff-to-child-ratio the week of August 5, 2024 to August 9, 2024 when approximately nine to twelve children, mixed age group, were in care by one child care worker from 8:30 a.m. to 3:15 p.m.</p>	<p>* The staff scheduled did not sign into the classroom. It was properly staffed.</p> <p>* This room never exceeds 8 children at a time. paperwork error</p>	9/6/24

NAME - Agency Worker  
Luzdarys Marquez

Date Issued  
8/30/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*[Handwritten Signature]*

Date Signed

*7/7/2025*