

Date Correction Plan Due 11/21/2025	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)(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.

Name - Certified Operator / Licensed Center Hayward Head Start		Provider Number / Facility ID Number 4000567424 / 005 - 1004296		
Address - Facility (Street, City, State, Zip Code) 10814 Beal Ave Hayward WI 548435419		Telephone Number 715-230-0737	Date - Regulation Visit 11/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: Per interview and review of product, staff are using a disinfectant instead of a sanitizer when cleaning tables before and after meals.	Staff have been trained and informed to use a different product as a disinfectant and to follow the guidelines on the labels for disinfection. Staff will use sanitizer for the tables and food surfaces before and after meals.	11/14/25	
2	251.07(6)(g)7. Wet Or Soiled Clothing Description: Staff in the infant/toddler room did not change children's soiled clothing promptly after lunch before laying them down for a nap.	Staff have reviewed the licensing rule and will be sure to change children promptly after soiled or wet	11/14/25	

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3	251.07(6)(i)1. Washing Child's Hands & Face Description: Staff in the infant/toddler room were using baby wipes with children under the age of 1 to clean hands and face instead of the required soap and warm running water after meals.	ICAA Head Start's Hand Washing and Diapering Policy has been updated to reflect the licensing rule to include "for children under one year of age, hands must be washed with soap and a wet washcloth that is used once." Staff have been informed of this new policy and are expected to implement immediately.	11/14
4	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Staff in the infant/toddler room were not using a 2-step process to clean and disinfect the diaper changing surface. Per staff interview and review of the product, they are not using the disinfectant solution per manufacturer recommendation.	ICAA Head Start's Hand Washing and Diapering Policy has been updated to reflect the licensing rule to include "After cleaning with soap and water, spray or wipe the surface with a disinfectant solution using approved disinfectant." Staff have been informed of this new policy and are expected to implement immediately.	11/14

NAME - Agency Worker
Brooke Lampe, Bonnie Davis

Date Issued
11/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Stephanie Wilber

Date Signed
11/12/25

Proper Disinfectant Process:

1. You will now begin using the disinfectant wipes as your disinfectant for the diaper changing surfaces.
2. You will use sanitizer on food grade services and on tables to sanitize on surfaces when cleaning.
3. Once a child's clothing is wet or soiled, you will change them promptly.
4. Staff will use washcloths to wipe children under 1 years of age faces & hands. Use one cloth with soap to clean, then another wet cloth to wipe soap off, dry with towel.
5. Staff will clean the diaper, changing surface first using soap and water. Then use a disposable paper towel to remove. Disinfect the diaper changing area: after cleaning with soap and water spray or wipe the surface with a disinfectant solution using approved disinfectant. Follow the disinfectants label instructions for contact time.