

<b>Date Correction Plan Due</b> 2/16/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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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.

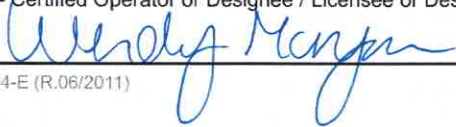
<b>Name - Certified Operator / Licensed Center</b> Spooner Head Start		<b>Provider Number / Facility ID Number</b> 4000567424 / 004 - 1006316	
<b>Address - Facility (Street, City, State, Zip Code)</b> 851 Northland Dr Spooner WI 548015431		<b>Telephone Number</b> 715-220-0456	<b>Date - Regulation Visit</b> 1/28/2026
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b> <b>Verification Date</b>
1 251.07(6)(f)1.b. <b>Medication Administration - Containers &amp; Labeling</b>  Description: It was discovered during the monitoring visit that a child's diaper cream was kept in an unmarked container. Rule states that all medication must be kept in its original container and labeled with the child's name and the label includes the dosage and directions for administration.	1-28-26	Staff will be retrained on 2/20/26 to include Medication Administration and Documentation to ensure medication will be kept in original containers with dosage, direction, direction, and child's name. Medications will then continue to	
2 251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b>  Description: Intake for Children Under 2 forms for Child #7 and Child #8 were missing documentation of having been updated every three months to reflect changes in the child's development and routines based on discussion with the parent.  Repeat violation: Previously cited on 2/3/2025	1-28-26	Intake for children with missing documentation was updated 1/29/26. Staff will be retrained on the policies and the rule of Intake under 2 on 2/20/26. Monthly monitoring procedures also have been put into place, including teachers and regional managers monitoring intake	

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**NAME** - Agency Worker  
Amelia Gruber

Date Issued  
2/2/2026

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee



Date Signed

2-2-2026