

Date Correction Plan Due 2/20/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Kids At First Child Care Center		Provider Number / Facility ID Number 4000572674 / 001 - 520448	
Address - Facility (Street, City, State, Zip Code) 15 E Sawyer St Rice Lake WI 54868		Telephone Number 715-234-7505	Date - Regulation Visit 1/29/2026
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication Description: It was discovered in the medical log book that a child sustained a head injury while in care at the center and parents were not notified immediately as is required by rule.	Rule reviewed with staff. Index card noting appropriate documentation and when to notify parents esp Rt head trauma as now attached to the medical log book.	2/10/2026	
2 251.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance was not current and accurate on the day of the licensing visit when 5 children were not signed into the center's attendance record.	Note posted at "check in" iPad to remind parents to sign in children daily. Staff checking sign in at the beginning of each day.	2/6/2026	

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3 251.05(2)(a)1. Staff Record - Personal Information Description: Staff record information was not on file for Staff B or Staff C. Rule states that all employee files must contain a record including the employee's name, address, date of birth, education, position, previous work experience in child care, including the reason for leaving previous positions, and the name, address, and telephone numbers of persons to be notified in an emergency.	Forms complete + filed	2/13/2026	
4 251.05(2)(a)7. Staff Record - Continuing Education Description: Continuing education hours were not documented for the year 2025 in the Center Director's file or the Administrator's file. Repeat violation: Previously cited on 2/12/2025	2025 cont ed hours to be filed	2/17/2026	
5 251.05(3)(b) Abusive Head Trauma Prevention Training Description: The Center Administrator's file did not contain documentation of completion of the department-approved training in abusive head trauma prevention. This training is required for all child care workers, center administrators, center directors, and volunteers counted in staff-to-child ratio prior to working with children under 5 years of age.	Administrator will complete training	2/17/2026	

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6 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: The Center Administrator was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting. Repeat violation: Previously cited on 2/12/2025	Course completed by administrator	2/6/2026		
7 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff B and C were missing documentation of having received a complete orientation within their first week at the center.	Completed + filed	2/2/2026		
8 251.06(2)(g) Stairs, Walks, Ramps, Porches - Safety Description: The walkway in the outdoor play area had accumulated ice, resulting in slippery and potentially unsafe conditions for children using the space.	Playground had not been used for 2 nd weeks due to extreme cold. Volunteers who remove snow will salt the walkway as needed. Alternative entrance to the playground is available	2/10/2026		

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9 251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: Upon a review of the last 3 months of snacks served at the center, the minimum meal requirements were not met the majority of the time. Rule requires that children shall be provided with meals and snacks that meet the U.S. department of agriculture CACFP minimum meal requirements for amounts and types of food. It was discovered that a typical snack did not include any of the minimum meal requirement components.	Snacks are now planned to include at least 2 meal components -	2/17/2026		
10 251.07(5)(a)5.b. Menus - Plan Description: Rule states that menus shall be planned at least one week in advance. During the monitoring visit, it was discovered that the snack served each day was determined immediately prior to snack time.	Staff will plan + post snacks weekly	2/17/2026		
11 251.07(5)(a)5m. Menus - Repeating Description: Daily menus may not be repeated within a one-week time period. It was discovered during the review of menu records that the same snack was served twice or more in the same week on several occasions.	Staff will plan weekly snacks to avoid repeating menus	2/17/2026		

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12 251.07(6)(dm)3.b. Medical Log - Injury In Care Description: The medical log book contained entries of injuries received by children while in care that did not include the time or year that the injuries occurred. Injuries received by a child while in care of the center must be entered into the medical log book with the child's name, date and time of the injury, and facts surrounding the injury.	<i>index card with documentation needed for entries clipped in medical log book. The index card will be moved forward as pages are filled</i>	<i>2/6/2026</i>	
13 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: An EpiPen kept onsite at the center did not have written authorization from the parent or physician indicating the length of authorization to use the medication.	<i>Written authorization obtained from parent indicating length of authorization to use medication</i>	<i>2/4/2026</i>	
14 251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: Medication kept onsite at the center was not kept in it's original container, including the label indicating the dosage and directions for administration. It was discovered that this medication had expired in 2019.	<i>New medication in original container provided by parent</i>	<i>2/4/2026</i>	

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NAME - Agency Worker
Amelia Gruber

Date Issued
2/6/2026

SIGNATURE Certified Operator or Designee / Licensee or Designee

Date Signed
2/15/2026