

<b>Date Correction Plan Due</b> 9/29/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<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)(c) 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. 48.667. 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> Clubhouse For Kids		<b>Provider Number / Facility ID Number</b> 7000559937 / C04 - 1004919		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3150 Daming Way Middleton WI 53582		<b>Telephone Number</b> 608-824-2090	<b>Date - Regulation Visit</b> 9/11/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b>  Description: Staff A did not complete the required entry-level training within the 6 months after assuming the position of assistant child care teacher.	While Staff A did complete the required entry-level training within the 6 months, the completion was not properly updated with the Registry. This was due to a misunderstanding with Registry staff. The training & qualifications have been resubmitted to the Registry for documentation to show Staff A's qualifications are properly reflected.	9/19/2025	
2	251.06(1)(b)7. <b>Outdoor Play Space - Enclosure</b>  Description: The permanent fence had some areas less than 4 feet high. The snow fence that was added to increase the height of the fence was in poor condition.	We immediately removed the damaged snow fence and replaced it with a new, secure barrier that meets the required height and condition standards. Moving forward we will regularly inspect the fence to ensure it remains in good repair and complies with all safety regulations.	9/11/2025	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Clubhouse For Kids		7000559937 / 004 - 1004919	
Address - Facility (Street, City, State, Zip Code) 3150 Deming Way Middleton WI 53562		Telephone Number 608-824-2090	Date - Regulation Visit 9/11/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b>  Description: A wading pool, not in used, in the outdoor play space was observed to have brown standing water inside accessible to children.	We immediately washed, sanitized and removed the wading pool from the play space. We verbally reminded all staff that after each use, wading pools must be properly washed, sanitized and stored outside of the play space to prevent them from being accessible to children. Going forward, management will inspect after each use and discuss procedure at every summer facility meeting.	9/11/2025	
4 251.06(9)(g)1.b. <b>Meal Preparation Staff - Clothing, Hair Restraints</b>  Description: The meal preparation staff did not wear an effective hair restraint.	While staff did have their hair tied back, the required additional restraint (such as hairnet or hat) was not used. To correct this, we have ordered hair nets for all kitchen staff to wear in addition to tying their hair back. An adequate supply of hair nets has been ordered to ensure there is always available in case a staff member forgets their restraint.	9/12/2025	
5 251.07(5)(cm)2. <b>Medical Log - Pages &amp; Entries</b>  Description: Some entries in the medical log book were erased with whiteout and rewritten over.	All staff members were verbally reminded, spoken to individually and sent a message via our staff messaging system regarding the proper use of the logbooks. New logbooks have a note on the inside and outside cover indicating that white out is prohibited. Management will review logbooks monthly to ensure all entries are properly made and no white out is used. We will conduct a brief recap training with staff on proper entries and what to do if a mistake is made.	9/14/2025	

NAME - Agency Worker  
Luzdarys Marquez

Date Issued  
9/15/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Rebecca*

9/22/2025