

<b>Date Correction Plan Due</b> 5/21/2024	<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> Children's Palace West Salem		<b>Provider Number / Facility ID Number</b> 7000566897 / 004 - 1014569		
<b>Address - Facility (Street, City, State, Zip Code)</b> 134 Youlon St S West Salem WI 546691503		<b>Telephone Number</b> 608-786-2392	<b>Date - Regulation Visit</b> 5/3/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b>  Description: Contrary to rule, Staff A did not have documentation of enough hours to meet the yearly requirement of continuing education hours needed in 2023.	Staff continuing ed hours had not been documented in her file. they are updated and in the file now. there were 8 more hours needed that have been added to 2024.	5/10/24	
2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The attendance was not current and accurate on the day of the licensing visit when one of the infants was not signed in on the attendance record.	Staff were reminded even if drop off happens at a busy lunch time we need to document on attendance at time of service not just on daily connect	5/6/24	

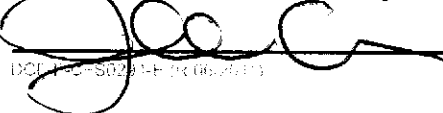
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3	251.055(2)(a) <b>Group Size - Maximum</b>  Description: The staff-to-child ratio for children under age 2 is 1:4. Staff-to-Child ratios were not being met in the infant room when 9 infants were being cared for by two child care worker on the day of the monitoring visit.	A staff member was out sick and no sub available at the time parents were asked if able to have alternate care please do so 1 child couldn't find alternate for 3 hours of their day so she needed to bring in 11-2	5/10/24

**NAME - Agency Worker**  
Kimberly Jasper

**Date Issued**  
5/7/2024

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

**Date Signed**



5/23/24