

<b>Date Correction Plan Due</b> 7/17/2025	<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> 7/1/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Child #6 health report on file dated 11/4/24 was expired. Each child under 2 years of age shall have an initial health examination not more than 6 months prior to not more than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter.	Upon review of the child's file, it was confirmed that the health report had passed the required six-month update window. The child's family was contacted immediately to schedule and submit an updated health report from their healthcare provider. A current health report has since been received and filed, bringing the child's file into compliance.	7/7/25	
2	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff E did not have documentation of completing Child Abuse & Neglect Biennial Training within 1 week of starting in the position.	Staff E previously worked at our center during the summer of 2023 and returned to employment on June 10, 2025. At the time of rehire, the required Child Abuse & Neglect training had not yet been updated in her personnel file. Once identified, the training was immediately completed and documentation was placed in her file to bring it into compliance.	7/7/25	

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3	<p>251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b></p> <p>Description: Staff D has been employed since 3/29/22 and did not have documentation of completing 2 credits in early childhood education or it's equivalent with 6 months after assuming the position.</p>	<p>Staff D is a support/fill-in staff member and has not been regularly scheduled. However, we acknowledge that proper documentation of qualifying coursework is required within six months of employment. At this time, Staff D will not be placed on the schedule until her most recent transcripts have been received and reviewed to verify completion of at least 2 credits in early childhood education or its equivalent.</p>	7/3/25	
4	<p>251.055(2)(g)1. <b>Naptime - Staff-To-Child Ratio Supervision</b></p> <p>Description: Staff-to-child ratios were not maintained in the center during naptime when the staff member in the 2's room stepped out of the room to answer the door to let the licensing specialist into the center.</p>	<p>To ensure staff-to-child ratios are maintained at all times, especially during naptime, we will be requesting that our licensing specialist download and use the secure entry app for our building. This will allow them to enter independently without requiring a staff member to leave a classroom to answer the door. This plan will be reviewed with all staff to ensure understanding and compliance moving forward.</p>	7/7/25	
5	<p>251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b></p> <p>Description: Documentation of completing fire and tornado drills for June 2025 was missing on the day of the monitoring visit.</p>	<p>Upon review, it was confirmed through internal text messaging and communication records that fire and tornado drills were conducted at all centers during the designated weeks in June 2025. However, the documentation hadn't been updated. This oversight has since been corrected, and all drill records have been updated and posted appropriately.</p>	7/7/25	

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6	251.07(1)(e)4. <b>Daily Outdoor Activities</b>  Description: If a center is in operation for more than 3 hours per day, daily outdoor activities except during inclement weather or when not advisable for health reasons. On the day of the monitoring visit, staff in the infant room indicated that they do not take the infants outdoors at all during the day.	In our infant room, outdoor time can be challenging due to varying feeding and sleeping schedules. Staff reported that infants had not been taken outdoors on the day of the visit, which is not our intent as a regular practice. To address this, we will implement a rotating schedule that allows for small groups of infants to go outside when appropriate, ensuring that outdoor time is offered regularly. We will also explore staffing solutions to ensure that there are always two qualified staff members present when transitioning infants outdoors, Staff will be reminded that even brief outdoor experiences are valuable for infants, and efforts will be made to incorporate outdoor time into the daily routine whenever possible.	7/7/25

**NAME** - Agency Worker  
Kimberly Jasper

Date Issued  
7/3/2025

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

Date Signed