

Date Correction Plan Due	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 Children's Palace West Salem	Provider Number / Facility ID Number 7000566897 / 004 - 1014569
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Address - Facility (Street, City, State, Zip Code) 134 Youlon St S West Salem WI 546691503	Telephone Number 608-786-2392	Date - Regulation Visit 2/2/2026
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff E was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.</p>	<p>All staff files were immediately reviewed to verify current CPR and AED certification. Missing documentation was obtained and placed in individual personnel files. A master training tracker has been updated to include certification expiration dates for CPR/AED. The administrator will review the training log monthly and notify staff 60 days prior to expiration to ensure timely renewal. Moving forward, no staff member will be scheduled without current documentation on file.</p>	2/13/26	
2	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff B and D was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.</p> <p>Repeat violation: Previously cited on 7/1/2025</p>	<p>Personnel files were reviewed to verify completion of required child abuse and neglect training. Documentation has been obtained and filed. A compliance tracking spreadsheet has been created listing all staff, training dates, and renewal deadlines. Administration will review this log quarterly to ensure all staff remain current and complete required training prior to expiration.</p>	2/13/26	

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3	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Staff I is working as a qualified assistant teacher and has been at the center over 6 months and is missing documentation of meeting the educational qualifications of the position they hold.</p> <p>Repeat violation: Previously cited on 7/1/2025</p>	<p>This occurred on the first date that substitute hours were utilized for the assistant-qualified staff member to provide break coverage. Upon review, it was determined that this did not align with qualification requirements for that role. The staff member will not be scheduled in that capacity moving forward unless fully qualified under DCF guidelines. Scheduling oversight procedures have been updated to prevent this from occurring again.</p>	2/2/24	
4	<p>251.06(3)(b)2. Emergencies - Practice Written Plans</p> <p>Description: On the day of the licensing visit it was observed that the center did not practice the January fire drill.</p>	<p>The missed January fire drill was due to multiple staff illnesses and extreme below-zero weather conditions, which required administrative coverage in classrooms to maintain staff-to-child ratios and ensure safe operations.</p> <p>To prevent recurrence, emergency drills are now pre-scheduled on the annual center calendar.</p>	2/13/24	
5	<p>251.07(6)(i)1. Washing Child's Hands & Face</p> <p>Description: On the day of the licensing visit it was observed that the children did not wash their hands after toileting.</p>	<p>During a group restroom transition, a couple of children attempted to leave the bathroom before completing handwashing, and staff did not immediately redirect them. Staff were reminded that active supervision during restroom routines includes ensuring each child completes proper handwashing with soap and water before leaving the area.</p>	2/2/24	
6	<p>251.07(6)(i)2. Adult Handwashing</p> <p>Description: On the day of the monitoring visit it was observed that a staff member did not wash their hands with soap and warm running water after wiping bodily secretions from a child's nose.</p>	<p>Staff were reminded that proper handwashing procedures must be followed consistently at all times, including during busy transitions or high-activity periods. A refresher review was conducted outlining required handwashing procedures, and compliance standards. Administration will conduct observations to ensure procedures are consistently followed and maintained.</p>	2/2/24	

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Expected
Completion Date

Verification
Date

NAME - Agency Worker

Kimberly Jasper

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

2/13/26