

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due **TO FILE A COMPLAINT CALL**
715-930-1148

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 - Holmen
Provider Number / Facility ID Number
7000566897 / 002 - 1008881

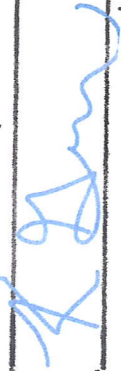
Address - Facility (Street, City, State, Zip Code)
520 Amy Dr Holmen WI 546369337
Telephone Number
608-790-1355

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: An assistant teacher is required to complete entry level training within 6 months of the hired date. One staff failed to complete the training within 6 months. Staff A has been employed by the center for 11 months and has not completed the entry level training.</p>	<p>The staff member has been enrolled and given a deadline to complete the required entry-level training. Administration has implemented a tracking system to monitor training requirements and due dates to ensure all staff complete required qualifications within the required timeframe moving forward.</p>	5/11/26	
<p>2 251.055(1)(f) Child Tracking Procedure</p> <p>Description: On 5/7/26, center tracking procedure was not followed when a staff member in the 3 year old room had 4 children still signed into care after they moved to another room</p>	<p>The staff member was reminded of the center's child tracking procedures and the importance of updating attendance records immediately when children transition between classrooms. Child tracking procedures were reviewed with all staff, and administration will continue to monitor compliance to ensure accurate attendance and accountability at all times.</p>	5/8/2026	

Name - Certified Operator / Licensed Center Children's Palace - Holmen		Provider Number / Facility ID Number 7000566897 / 002 - 1008881	
Address - Facility (Street, City, State, Zip Code) 520 Amy Dr Holmen WI 546389337		Date - Regulation Visit 5/7/2026	
Telephone Number 608-790-1355		Expected Completion Date 6/15/26	
Correction Plan		Verification Date	
Rule/Statute Number 251.09(1)(e) Infant & Toddler - Provider Training		The staff member has been enrolled in the required infant and toddler training and provided a deadline for completion. Administration has reviewed training requirements with all staff and implemented additional monitoring of training due dates to ensure all required qualifications are completed within the required timeframe moving forward.	
Noncompliance Statement Description: Staff A, the regularly assigned assistant child care teacher for infants and toddlers does not have a minimum of ten hours of training in infant and toddler care approved by the Department within six months after assuming the position.			

NAME - Agency Worker
 Kimberly Jasper

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Issued

Date Signed