

Date Correction Plan Due 7/13/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Circle Of Friends Child Learn Ctr		Provider Number / Facility ID Number 9000572779 / 002 - 1014311		
Address - Facility (Street, City, State, Zip Code) 1180 Province Ter Menasha WI 54952		Telephone Number 920-738-1980	Date - Regulation Visit 5/30/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(2)(m) Health, Safety & Welfare Of Children</p> <p>Description: The facility failed to ensure the health, safety and welfare of children in care when in or around December 2022, they didn't immediately act on, nor investigate reports of a visitor spending time in the child care during the center's closing hours. It wasn't until a parent voiced concerns on or around January 31, 2023, that the center informed the child care worker the visitor could not be in the center. The visitor has criminal convictions and pending charges. The visitor was in the center on multiple occasions from late November 2022 thru January 2023.</p>	<p>owner of daycare was unaware of the amount of time the visitor was at the center until notified by parent. owner also was absolutely unaware of any criminal charges against said visitor. New policies have been written regarding visitors in the building and were put into effect as of June 2nd, 2023. New cameras have been placed in front hall and hallway as of June 7th and in classrooms as of June 25</p>	<p>June 2, 2023</p> <p>June 7th, 2023</p> <p>June 25, 2023</p>	

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2	<p>251.05(3)(k)2. Contact With Person - Behavior</p> <p>Description: On multiple occasions, from approximately the end of November 2022 thru January 2023, a visitor whose behavior gives reasonable concern for the safety of children was allowed contact with children in care. A child care worker allowed a visitor to have contact with child care children when she knew he was not supposed to have contact with children due to his criminal history.</p>	<p>Child care worker is no longer employed at the center as of 2/6/23. All staff has been notified of new policies that have been put in place regarding visitors in center as of 6-2-23</p>	<p>6-2-23</p>

NAME - Agency Worker
Jill Kellner

Date Issued
6/29/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Kay L Wiegert

7-5-23