

Date Correction Plan Due 11/10/2025	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 St Croix Tribal Head Start		Provider Number / Facility ID Number 8000578448 / 001 - 1003201		
Address - Facility (Street, City, State, Zip Code) 3792 State Rd 70 Hertel WI 54845		Telephone Number 715-349-2195	Date - Regulation Visit 10/22/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff D and Staff E are missing certificates from The WI Registry documenting that the person has met the educational qualifications for a teacher and both staff have worked as teachers for at least 6 months.	Have Staff send in transcripts and print registry cover sheet.	3-30-26	
2	251.05(2)(a)7. Staff Record - Continuing Education Description: Contrary to rule, Staff B did not have documentation of the yearly requirement of 15 hours of continuing education in 2024.	Have staff update training documentation monthly	7-31-26	

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3792 State Rd 70 Hertel WI 54845		715-349-2195	10/22/2025	
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3	251.05(2)(a)8. Staff Record - Orientation Description: Staff D was missing documentation of having received a complete orientation within their first week at the center.	<i>Have staff take orientation training.</i>	<i>12-30-25</i>	
4	251.05(3)(cm)1. Child Abuse & Neglect Training - Laws Description: Staff C was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.	<i>Have staff print off Child Abuse + Neglect Training</i>	<i>12-15-25</i>	
5	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff C is being used as an assistant teacher without documentation of them having completed the educational requirements prior to assuming the position. Rule states that an assistant child care teacher used to count in ratio shall meet the educational requirements within 6 months of assuming the position.	<i>Have staff take course or not have them counted in ratio for breaks</i>	<i>11-15-25</i>	

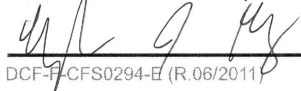
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6	251.06(2)(h) Smoking Prohibited On Premises And In Vehicles Description: It was observed twice during the monitoring visit that staff were smoking on the premises of the center, in the parking lot and in the front lawn area.	move Smoking area off Premises of the HS center, away from front of building and parking lot.	11-15-25	
7	251.07(6)(dm)2. Medical Log - Pages & Entries Description: The medical log book did not have all of the pages numbered to the end of the book. Per rule, the program shall maintain a medical log book with pages that are lined and numbered and a stitched binding. Pages may not be removed or lines skipped.	Black out med log book where there should be no writing. Number all pages. Talk about how to keep med log book @ staff MTG 11/4 + 11/5.	11-15-25	
8	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Medication authorization forms for two children were missing the length (actual dates) of the authorization from the parent.	Have parents sign medication authorization forms.	11-15-25	

NAME - Agency Worker
Amelia Gruber

Date Issued
10/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



11-10-25