Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/20/2026		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	Provider Number / Facility ID Number
St Croix Tribal Head Start	8000578448 / 001 - 1003201

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3792 State Rd 70 Hertel WI 54845	715-349-2195	9/30/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: The Child Care Enrollment form is required to be on file prior to the child's first day of attendance. The center was not using the correct required forms for any of the children in care, and instead was using forms intended for Certified Family Child Care programs.	The correct enrollment form 251.04(6)(a)1. has been given to the Family Advocate to use and replace wrong form.	10/07/2026	
2	251.04(6)(a)6. **Child Record - Health History** Description: The Child Health History form is required to be on file prior to the child's first day of attendance. The center was not using the correct required forms for any of the children in care, and instead was using forms intended for Certified Family Child Care programs.	The correct form was 251.04(6)(a)6 has been given to the Family Advocate to use and replace wrong form.	10/07/26	

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3	251.05(2)(a)1. **Staff Record - Personal Information** Description: There was no documentation of Staff Record form information in the file for Staff E.	Staff Record Personal Information was given to employee E and completed	10/19/26	
4	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: There was not documentation of a completed physical examination available for review for Staff A, B, C, and G, indicating that these staff are free from illnesses detrimental to children, including tuberculosis, and that these persons are physically able to work with young children. Repeat violation: Previously cited on 11/4/2024	Staff A has documentation of physical exp. 01-28-2027 Staff B was given physical examination form. Staff G was given physical examination form. Staff C has documentation of physical exp. 07-16-2027	11/15 2026	
5	251.05(2)(a)4.a. **Staff Record - Registry Certificate** Description: There was not a certificate from the Wisconsin Registry available for review for Staff D, indicating that they have met the educational requirements for the position that they hold. This staff has worked as a teacher for more than 6 months. Repeat violation: Previously cited on 10/22/2025	Staff D has contacted the Registry and is in the process of getting things done.	01/01 2027	

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6	251.05(2)(a)7. **Staff Record - Continuing Education** Description: There was not documentation available indicating that the required 15 hours of continuing education from the previous 12-month period were completed for Staff A, B, or C. Repeat violation: Previously cited on 10/22/2025	Staff B now has documentation of continuing education ~~Please note Staff B was considered part time.~~ Staff A and C have continuing Education Record in employment folder	10/19/26	
7	251.05(2)(a)8. **Staff Record - Orientation** Description: Staff A, B, and D were missing documentation of having received a complete orientation within their first week at the center. Repeat violation: Previously cited on 10/22/2025	Orientation was completed with Staff A, B, and D and added to employee folder.	10/19/26	
8	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Documentation of completion of Abusive Head Trauma (AHT) training was not observed in the file for Staff B. AHT training is required to be completed before a child care worker begins to work with children under age 5.	Staff B had not added documentation to employment folder. Training was completed in August 2026	10/19/26	

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9	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff B, C, and G were 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. Repeat violation: Previously cited on 11/4/2024	CPR-First Aid training was completed by all staff in Aug. 2026. Documentation has been added to folders	10/19/26	
10	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff B was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.	Staff B completed training in August. Documentation has been added to folder	10/19/26	
11	251.05(3)(g)2. **Assistant Child Care Teacher - Qualifications** Description: Staff C is being used as an assistant child care teacher without documentation of them having completed the educational requirements prior to assuming the position. Repeat violation: Previously cited on 10/22/2025	Staff C will no longer be used as an assistant teacher/float.	10/07/2026	

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12	251.05(3)(gr)3.a. **Meal Prep Personnel - Training** Description: Rule states meal preparation personnel who help prepare meals shall document annual training of at least 1 hour in kitchen sanitation, food handling and nutrition. Contrary to rule, there was no documentation of this annual training within the past year for Staff C, a meal preparation personnel staff member who prepares meals.	Staff C attended a CACFP training in August, 2026 Documentation will be added to staff files	10/19/26	
13	251.05(4)(c)9. **Continuing Education - Documentation Of 12 Month Period** Description: Rule states that each child care worker shall have documentation of the 12-month period included in their training year for meeting continuing education requirements. Contrary to rule, there was no indication of what 12 month training period was used to track continuing education hours for Staff A, B, C, or G.	All staff folders have been updated with Continuing Education Record Form.	10/19/26	
14	251.06(2)(h) **Smoking Prohibited On Premises And In Vehicles** Description: It was observed during the monitoring visit that a staff member was smoking on the premises of the center, behind the shed in front of the building. Rule states that smoking is prohibited on the premises of the center. Repeat violation: Previously cited on 10/22/2025	The smoking area will be moved to the neighboring property	10/30/2026	

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15	251.06(2)(n) **Garbage Containers - Construction & Disposal Schedule** Description: Rule states that garbage containers in the building shall be rigid, covered, watertight, and emptied daily. It was observed during the monitoring visit that the garbage containers in both classrooms were not covered.	Garbage cans with lids and foot activation have been ordered	10/15/2026	
16	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: Rule states that exits and passageways shall have a minimum clear width of 3 feet and be unobstructed by furniture or other objects. It was observed during the monitoring visit that a child was placed to sleep in front of the doorway in the Makoon Room, which is an obstruction of the exit.	Staff has been made aware of the rule and child has new sleeping spot.	10/07/2026	
17	251.07(3)(i) **Cleanliness Of Furnishings, Toys, Equipment** Description: Rule states that furnishings, toys, and other equipment shall be washed or cleaned when they become soiled. It was observed by the licensing specialist that the tables, chairs, and floor in the central lunch room had not been cleaned after lunch, and that leftover food and food-debris were left on the tables, chairs, and floor for over 30 minutes after lunch had ended.	Kitchen staff has been remanded of 30 minute cleaning rule.	10/19/2026	

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18	251.07(4)(e) **Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness** Description: Children's sleeping pads were not stored in a clean and sanitary manner in the Makoon Room on the day of the monitoring visit. It was observed that children's sleeping pads were stored in the classroom, stacked on top of each other, with some falling down onto the floor, and were not covered with a clean sheet or blanket. Sleeping surfaces such as cots or sleeping pads should be covered with a clean sheet or blanket when not in use by children.	Sleeping surfaces are now being sanitized between use. Hoping to build a shelving system to keep mats seperated.	10/19/2026	
19	251.07(6)(dm)2. **Medical Log - Pages & Entries** Description: Contrary to rule, the medical log book in the Makoon Room had entries that were not initialed or signed by the person making the entry, and additionally, lines were skipped between entries. Repeat violation: Previously cited on 10/22/2025	Lead teacher was told about entry rules. Medical log was updated to put scribbles in empty space	10/19/2026	
20	251.08(2) **Permission & Emergency Information** Description: The center did not obtain signed permission from the parents of Child #3, #5, #6, or #7, that indicated the address(es) of where the children may be transported to/from the center, prior to children being transported by the center.	Permission had been given at enrollment but not put in correct folders Has been corrected	10/19/2026	

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21	251.08(4)(b) **Driver Orientation - Requirement** Description: There was not documentation of an updated driver training on file for Staff C, a driver who regularly transports children. Rule requires that the licensee shall provide the driver with a training annually, and review, document, and update the training as necessary. Repeat violation: Previously cited on 11/4/2024	Training was done with staff C by the Transportation mng.	10/19/26	
22	251.08(4)(c)1. **Driver Record - Obtain & Review** Description: There was not an updated copy of the driving record for Staff A or Staff C available for review during the monitoring visit. Rule states that a copy of the driving record shall be placed in the staff file for each driver, and a new copy shall be obtained annually. Repeat violation: Previously cited on 11/4/2024	A current driving record was obtained for staff A and C. Placed in employment folders.	10/19/26	

NAME - Agency Worker
Amelia Gruber Christie Redetzke

Date Issued
10/6/2026 10-19-2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed