PLAN

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**	
Hillside Sprouts		9000586159 / 002 - 2006944	
Address - Facility (Street, City, State, Zip Code) 207 Barron Ave Star Prairie WI 540267125	**Telephone Number** 651-307-7203	**Date - Regulation Visit** 12/5/2024	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	250.04(6)(b) **Current, Accurate Daily Attendance Record** Description: During a monitoring visit, it was found that the provider didn't have an attendance record for 12/2 - 12/5. Rule states 'The licensee shall maintain a current, accurate written record of the daily attendance that includes the actual time of arrival and departure for each child and the child's birthdate.'	Talked with all the families and they have been signing - We remind everyday. Done!!	Done 12/6	
2	250.06(7)(a)1. **Exits - Unobstructed** Description: During a monitoring visit, the primary exit door, leading from the center to the outdoors was partially blocked by a bag of garbage, and numerous boxes. Rule states 'All exits shall be clear of obstructions'.	We will always bring garbage to dan We will not leave garbage by the door Done!!	12/5	

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3	250.06(9)(j) **Meals & Snacks - Records** Description: The licensee has not maintained records of meals and snacks that have been served to children. Rule states 'Accurate records of meals and snacks served to children shall be available for review by parents and the licensing representative.		We mad a Monthly meal and snack Menu Calender Done!!	12/6	

NAME - Agency Worker
Heather Ruf

Date Issued
12/5/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed