

Date Correction Plan Due 12/30/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Jaime's Clubhouse		Provider Number / Facility ID Number 0000586910 / 002 - 2003417	
Address - Facility (Street, City, State, Zip Code) 259 Oak St Mayville WI 530501559		Telephone Number 920-387-2312	Date - Regulation Visit 11/25/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(6)(a)8.d. Child Record - Health Exam Report Description: A health examination report was not completed for Child 1.	A new child health report will be put on file and a new one will be collected every month as needed.	11/24/24
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: Documentation from the department indicating a child care background check was completed in compliance with the timelines and requirements was not completed when Staff B's start date was 8/20/2024 and they did not complete a background check indicating they were eligible to work in a child care program.	Staff B's completed background check will be on file before returning to work	12/6/24

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6	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: The biennial training on child abuse and neglect was not completed every two years when Staff C last completed the required training on 4/7/2022.</p>	<p>Staff C's Child Abuse & Neglect certificate will be kept in staffs file and all staff will complete training biennially.</p>	12/30/24	
7	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: An exit and exit passageway did not have a minimum clear width of three feet and was obstructed by another object when a multiple child stroller was being stored in front of an exit.</p>	<p>All items will be removed from exit and exit passageway and stored in a new area</p>	11/25/24	
8	<p>251.07(5)(a)5.a. Menus - Post Description: Menus were not posted in the kitchen and were not in a place accessible to parents.</p>	<p>Designated staff will complete weekly menus and will post updated menus in kitchen + parent board.</p>	11/25/24	
9	<p>251.07(5)(a)5.c. Menus - Available For Review Description: Menus were not available for review by the department when the licensing specialist requested to see the menu and the director was unable to provide them with the menu.</p>	<p>Menus will be kept on file for review</p>	11/25/24	

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3	<p>251.05(2)(a)8. Staff Record - Orientation</p> <p>Description: Documentation of compliance with orientation requirements was not completed when Staff B's start date was 8/20/2024 and they did not have documentation indicating they had completed an orientation.</p>	<p>Staff B's completed orientation will be kept in staff's file and all incoming staff will complete on first day.</p>	11/25/24
4	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Each child care worker did not complete a training on preventing abusive head trauma when Staff B did not have documentation that they completed the required department approved training.</p>	<p>Staff B's completed abusive head trauma will be kept in staff's file and will be completed by all incoming staff in the required amount of time.</p>	12/30/24
5	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: All employees in regular contact with children did not maintain a current certificate of completion for infant and child CPR within three months after beginning to work with children when Staff B's start date was 8/20/2024, and they did not have a current certificate for completing a CPR training.</p>	<p>Staff B's completed CPR certificate will be kept in staff's file and all staff will have a current CPR certificate.</p>	1/7/25

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10 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child care workers did not document changes in a child's development and routine every three months when documented changes were last recorded on 2/18/2024.	Parents will complete changes to development + routine and sign date. Staff will make sure this is completed every 3 months.	11/24/24	
11 251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description: Children under the age of one year are sleeping in cribs that contain blankets when the teacher reported that infants are sleeping in cribs with blankets. Additionally, blankets were observed in six of the cribs.	All blankets that enter the building will be kept on child's hooks in hallway. No blankets in rooms with children under 1.	11/25/24	
12 251.09(2)(bm) Infant & Toddler - Sleep Position Description: Each child under the age of one was not placed on their back in a crib to sleep when an infant was sleeping in a swing with a blanket.	All swings will be removed from infant classrooms and will no longer be allowed.	11/25/24	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
12/16/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Kimberly Liebhart

Date Signed

12/23/24