

Date Correction Plan Due 4/10/2025	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 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 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 3/10/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: A physical exam report indicating that a person is free from illnesses detrimental to children was not complete within 30 days after the person was hired when Staff B was hired on 12/21/2024 and does not have a health report.	All staff will have a completed health report within 30 days of being hired. Current staff will have it completed in 2 weeks.	4/1/25	
2	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Assistant child care teacher qualifications were not complete within 6 months of being hired when Staff A's start date was 7/29/2020 and they have not completed the required trainings.	All staff will complete required classes before working a classroom. Current staff will complete food services and move to our food person.	3/28/25	

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3	<p>251.055(2)(g)1. Naptime - Staff-To-Child Ratio Supervision</p> <p>Description: Teachers were not within sight or sound supervision of 6 sleeping children when 3 children were sleeping in a dark room with a fan on, and 3 additional children were sleeping in the nap room without any light source. The teachers were in an adjacent classroom.</p>	Every room will always have a teacher in a classroom with napping children	3/10/25	
4	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: The director did not review records of injuries every 6 months to ensure that all possible preventive measures are being taken when the medical log book was last reviewed on 6/3/2024.</p>	Medical log book will be reviewed every 3 months.	3/12/25	
5	<p>251.09(1)(j) Infant & Toddler - Crib Mattresses & Coverings</p> <p>Description: A playpen did not have a tight fitting mattress when it was creased in the middle and was creating a small barrier down the center of the mattress.</p>	All pack n plays will be checked monthly and replaced if needed.	3/12/25	

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6 251.09(1)(k) Infant & Toddler - Bedding Description: A blanket used to cover a child one year of age and over was not tucked tightly under the mattress when a toddler was sleeping in a playpen and the blanket was bunched up around the child and not tucked tightly under the mattress.	Children sleeping in a pack n play will not have any blankets.	3/12/25	
7 251.09(1)(m) Infant & Toddler - Audio Monitoring Description: An audio monitoring device was not being used in a napping room that children under one were sleeping in.	An audio monitoring device will be placed in a room that is only used for sleeping children.	3/12/25	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
3/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Megan Yeater

4/3/25