

<b>Date Correction Plan Due</b> 9/18/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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)(l) 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.

<b>Name - Certified Operator / Licensed Center</b> Jaime's Clubhouse		<b>Provider Number / Facility ID Number</b> 0000586910 / 002 - 2003417		
<b>Address - Facility (Street, City, State, Zip Code)</b> 259 Oak St Mayville WI 530501559		<b>Telephone Number</b> 920-387-2312	<b>Date - Regulation Visit</b> 8/21/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  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 A was hired on 11/07/2023 and does not have a health report.  Repeat violation: Previously cited on 3/10/2025	Staff will complete a health report and have it on file.	9/19/25	
2	251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b>  Description: Assistant child care teacher qualifications were not complete within 6 months of being hired when Staff A's start date was 11/07/2023 and they have not completed the required trainings.  Repeat violation: Previously cited on 3/10/2025	All classes needed to be an assistant child care teacher will be completed before continuing to work in classroom.	9/19/25	

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3	251.06(3)(b)3. <b>Emergencies - Staff Responsibilities</b>  Description: All staff members did not know their duties in an emergency when staff reported not knowing how to administer an epi pen for a child in their care.	All staff will be trained on how to use an epi pen.	9/8/25
4	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: A written medication administration authorization included a child's name, birthdate, names of medications, and blanket authorizations for three, over the counter medications, and one life saving medication. Blanket authorizations are prohibited.	Each medication will have its own medication administration authorization.	9/8/25
5	251.07(6)(f)1.b. <b>Medication Administration - Containers &amp; Labeling</b>  Description: A life saving medication was not in the original container and did not have a label with the child's name, dosage, and directions for administration.	All medications will come in its original container with prescription label.	9/8/25

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6	251.09(1)(j) <b>Infant &amp; Toddler - Crib Mattresses &amp; Coverings</b>  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. Additionally, 8 playpens did not have tight fitting sheets.  Repeat violation: Previously cited on 3/10/2025	Replacing all pack n plays with cribs and tight fitting crib sheets + mattresses.	9/8/25

**NAME - Agency Worker**  
Kimberly Liebhart

**Date Issued**  
9/4/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**

*Megan York*

9/11/25