

<b>Date Correction Plan Due</b> 2/16/2026	<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)(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.

<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> 1/29/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: A physical examination was not completed less than 30 days after a person is hired when Staff B's start date was 01/04/2017 and they do not have a physical examination report indicating that they are free from illness that is detrimental to children.  Repeat violation: Previously cited on 8/21/2025, 3/10/2025	Staff will complete the health report and have it on file.	3/16/24	
2	251.07(5)(a)5.c. <b>Menus - Available For Review</b>  Description: A current menu was not available for review as required.  Repeat violation: Previously cited on 11/25/2024	menus will be posted weekly	2/9/24	

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3	251.09(1)(e) Infant & Toddler - Provider Training  Description: A regularly assigned teacher working with infant and toddlers did not have a minimum of 10 hours of training in infant and toddler care approved by the department within 6 months after assuming the position and Staff B's start date was 01/04/2017.	Staff will complete Infant & toddler course before working in infant and toddler room	4/3
			Verification Date

NAME - Agency Worker  
Kimberly Liebhart

Date Issued  
2/2/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed  
2/5/2026

