

Date Correction Plan Due 4/6/2026	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		Provider Number / Facility ID Number	
Big Apple Early Learning Academy		7000589627 / 001 - 2004219	
Address - Facility (Street, City, State, Zip Code) 200 Keenan Ct Verona WI 535939720		Telephone Number 608-535-9198	Date - Regulation Visit 3/19/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Current accurate daily attendance records were not maintained when 7 children were present but only 6 were signed into the attendance form.	staff were reminded to sign children in at time of drop off.	4/1/26
2	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: In the big buds classroom a pair of adult scissors and clorox wipes were being stored in an unsecure cabinet accessible to children.	Items were removed out of childrens reach. Staff were reminded to keep items secure or out of reach of the children.	4/1/26

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Michelle Garcia

Date Issued
3/23/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Kassie Garski

3/24/26