

Date Correction Plan Due 7/3/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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		
Kids Hq Child Care Center		4000589854 / 001 - 2004524		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
1911 S Washburn St Oshkosh WI 549048292		920-456-0440	5/1/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: Based on record review on 5/1/24 according to the Child Record Checklist Child 2, 3, and 4 failed to have an alternate arrival/release agreement on file.	Form for children on the bus was completed and added to the enrollment packet	7/31/24	
2	251.04(6)(a)8. Child Record - Physical Examination Description: Based on record review on 5/14/24 according to the Child Record Checklist Child 1 and 4 failed to have health reports on file.	Parents were provided an addt'l copy and will follow up.	7/31/24	

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7	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Based on record review on 5/1/24 according to the Staff Record Checklist Staff Member A failed to have orientation on file.</p>	Form has been completed and is on file.	7/31/24	
8	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: Based on observation and record review within the two year old classroom an assistant child care teacher was left in sole supervision of children. Their failed to be a lead qualified teacher supervising the children the entire duration of the visit. This was on the schedule to occur for the entire day.</p> <p>Repeat violation: Previously cited on 2/20/2024, 5/3/2023</p>	Certificate is on file for all staff acting as lead	7/31/24	
9	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure</p> <p>Description: Based on observation of the outdoor play space the fence, in multiple spots is not taught along the bottom allowing for more than a 4 in gaps along the bottom of the entire fence.</p>	Used zip ties to secure areas with gaps	7/31/24	

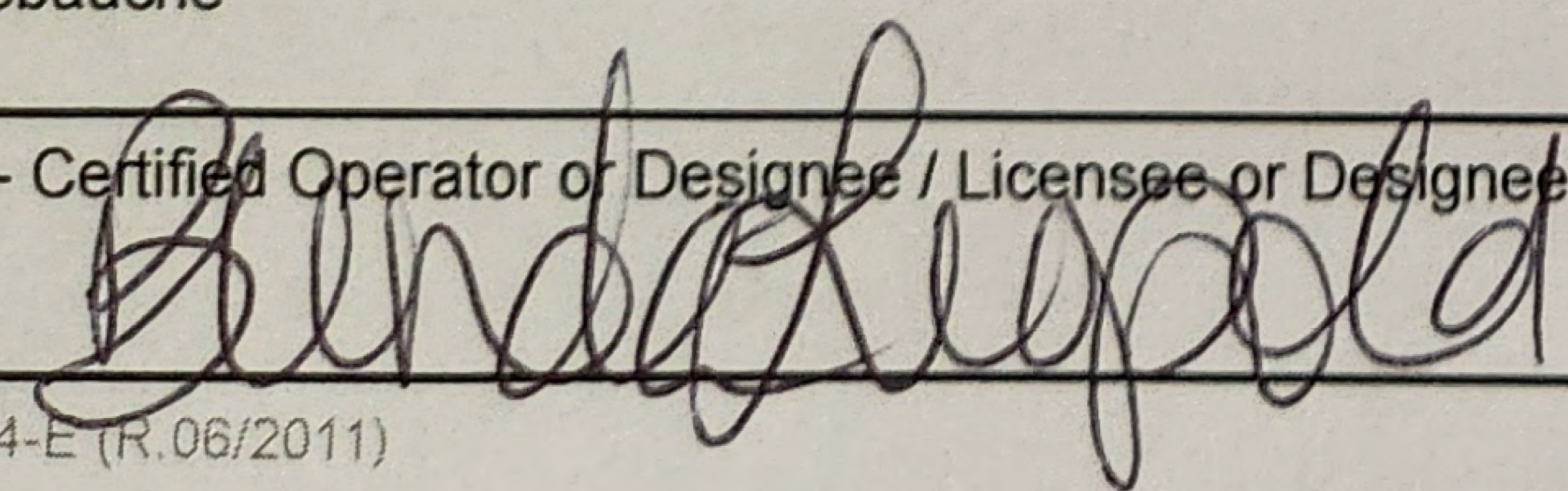
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3	<p>251.04(8)(a) Mandated Reporting - Child Abuse & Neglect</p> <p>Description: Based on record review on 5/1/24 according to the Staff Record Checklist Staff Member A failed to have Biennial Child Abuse and Neglect on file.</p>	All staff have completed the training.	7/31/24	
4	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Based on record review on 5/1/24 according to the Staff Record Checklist Staff Member A failed to have Staff Record Information on file.</p>	Form has been completed and is on file.	7/31/24	
5	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Based on record review on 5/1/24 according to the Staff Record Checklist Staff Member C and E failed to have SBS/Abusive Head Trauma Training on file.</p>	All staff have completed the training	7/31/24	
6	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Based on record review on 5/1/24 according to the Staff Record Checklist Staff Member B, D, E, F, G, J failed to have current infant and child CPR on file.</p>	All staff to renew or provide certificate	7/31/24	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
10	251.07(2)(c)5. Time Out - Not Removed From Classroom Description: Based on a complaint investigation children are being removed from the classroom and brought into the hallway for time outs. This was observed by a parent on 4/19/24.	Teachers provided training to keep child in the classroom	7/31/24
			Verification Date

NAME - Agency Worker
Cassandra Debauche

Date Issued
6/19/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

7/16/24