

Date Correction Plan Due 1/3/2025	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 Kids Hq Child Care Center		Provider Number / Facility ID Number 4000589854 / 001 - 2004524		
Address - Facility (Street, City, State, Zip Code) 1911 S Washburn St Oshkosh WI 549048292		Telephone Number 920-456-0440	Date - Regulation Visit 11/27/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(f) Child Tracking Procedure Description: Based on a complaint investigation the attendance record for November 19, 2024 failed to be current and accurate when a four year old child was taken to the indoor gym for a time out. The child was not signed out of the preschool classroom and then signed into the indoor gym for the duration of timeout and then signed back into the preschool classroom when the time out was complete.	Staff trained that maintaining electronic records is critical even when circumstances are unusual or unexpected. These records of where the child is located throughout the day need to be a priority and spot checks for accuracy will continue daily but teamwork will be required to make sure it gets done in emergencies.	Completed	
2	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Based on a complaint investigation on November 19, 2024 Staff-to-child-ratios failed to be maintained when one staff member was alone with 8 , 1 -1 1/2 years old children from just before 9am until 10:35am. The ratio at this time was 1.68	2nd teacher took child in crisis out of the room but stayed within eyesight. This decision was made for the safety of staff and children as the behavior of the one was placing others at risk. The room was covered by staff before 9:15a but electronic record wasn't updated until 10:35am	Completed	

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3	<p>251.07(2)(c)5. Time Out - Not Removed From Classroom</p> <p>Description: Based on a complaint investigation it was determined that on November 19, 2024 a four year old child was removed from the preschool classroom and taken to the indoor gym for a time out.</p> <p>It was also determined through the investigation that two children 4 years of age were removed from their preschool classroom and brought to the 12/18 month old classroom a much younger age group for a time out sometime the beginning of November.</p> <p>Repeat violation: Previously cited on 5/1/2024</p>	<p>Removing child with unsafe behavior was previous best practice. New recommendation to remove all children other than the child in crisis is a challenging transition for all staff. We continue to work on finding ways to transition all children away from the room while leaving the child with unwanted behavior in place.</p>	Ongoing training but addressed specifically again in Dec	
4	<p>251.07(2)(e) Child Guidance - Prohibited Actions</p> <p>Description: Based on a complaint investigation it was determined that a staff member disciplined their own child while at the center by spanking them over the half wall. It was determined that Management was not made aware of what other staff members observed therefore it was not reported to the department.</p> <p>Repeat violation: Previously cited on 5/3/2023</p>	<p>Our center policy is that no child may be in the care of their own parent during the day so we have never had a parent discipline their own child before. When this investigation brought it to our attention, staff was reminded of the policy and this was a reminder as to why. The parent was addressed individually with clear expectations set for going forward.</p>	Ongoing training & specifically addressed in December	

NAME - Agency Worker
Cassandra Debauche

Date Issued
12/20/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Brenda Leopold

1/17/2025 Date Signed