

| | | |
|---------------------------------|--|---|
| Date Correction Plan Due | NONCOMPLIANCE STATEMENT AND CORRECTION PLAN | TO FILE A COMPLAINT CALL 920-785-7811 |
|---------------------------------|--|---|

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 8/28/2025 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 1 | 251.04(2)(a) Compliance With Laws Description: Contrary to S. 48.686 Wis. Stats. on 8/28/25 a person with direct, unsupervised access of children failed to have a complete background check on file. | Background check department contacted for status of missing eligibility and all employees brought current. | 1/31/26 | |
| 2 | 251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Based on observation on 8/28/25 a lead teacher failed to be with the preschool class for the entire day. Two assistant qualified teachers were present. Repeat violation: Previously cited on 5/1/2024, 2/20/2024 | Copies of unofficial transcripts have been placed in staff files as backup documentation and records continuously updated in portal | 1/31/26 | |

| 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 | 8/28/2025 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 3 | <p>251.07(1)(c) Television As Part Of Program</p> <p>Description: Based on a complaint and observation the TV was put on for children to watch. This occurred in classroom 3a, a staff member asked children to sit down and watch. The Tv was put on at 3:15pm and remained on the rest of the afternoon.</p> | Software being installed to restrict teachers ability to control what is displayed on the television and for how long. This will take time so teachers will be reminded as often as needed of the 15 min time limit per use | 2/28/26 | |
| 4 | <p>251.07(2)(b) Policy - Child Guidance</p> <p>Description: Based on complaint investigation a child care worker used a tactic of applying pressure to children's heads/cheeks as a means to regulate children's behaviors.</p> | Employee was terminated | 9/29/25 | |
| 5 | <p>251.07(5)(a)10. Sharing Information About Food & Other Allergies</p> <p>Description: Based on a complaint investigation food allergies failed to be posted in classroom #1. The allergy list was posted within the kitchen and had two additional children with food allergies listed; however it was not updated in the classroom to ensure all staff in direct contact with the children are informed of the allergy.</p> | All children's allergies are tracked digitally in the child's teacher/parent smart phone app. This will continue and staff will be retrained to use this as the most current record. Additionally, a paper list of the same allergies will be posted in all classrooms. | 1/31/26 | |

| | | | |
|--|---|--|---|
| 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 8/28/2025 |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date |
| 6 | 251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: Based on a complaint investigation only a tuna sandwich and milk was served for lunch on 8/27/25. This failed to meet the minimum meal requirements. Repeat violation: Previously cited on 2/20/2024 | This appears to have been an isolated instance due to staffing issues. However, training of managers going forward will include that the annual menu must be followed precisely regardless of circumstances. | 2/4/26 |

NAME - Agency Worker
Cassandra Debauche

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Brenda Leopold

Date Signed

2/4/2026