INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated August 27, 2025 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** AmyE.Anderson@wisconsin.gov **or**
   - **Fax:** (608) 422-6766 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHERN REGION
     PO BOX 8947

     MADISON, WI 537088947

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: https://www.surveymonkey.com/r/LicenseFeedback. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/10/2025		608-422-6765

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
Guidepost Montessori At Verona	2000593392 / 001 - 2008422

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
240 Enterprise Dr Verona WI 535939124	608-492-0519	8/27/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. **Child Record - Health History** Description: The licensee did not maintain a current written record obtained prior to the child's first day of attendance of Child 2's health history information.	Immediately requested copy of missing Health History for listed child. Ensure Health History form is completed for all children prior to start date.	9/10/2025	
2	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Child 1, who is under two years of age, is missing a health exam completed within the past six months.	Immediately requested copy of missing Health Exam for listed child completed in the past six months. Audit of student files to ensure health exams are received for children under age of 2 every six months.	9/10/2025	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Attendance was not current and accurate when, during the visit, attendance records for 8/25/25 were requested. Staff had to closely examine attendance sheets that were not dated before providing what they believed to be records for 8/25/25. Nine children listed on an attendance sheet did not have their birthdates or ages listed, and one child did not have their last name listed.	Re-train staff on use of daily attendance tracking sheets to include dating each sheet, signing in and out of room each time a staff enters or leaves, signing children in and out of room each time they enter or leave, and filling in child's full name and DOB or age School Leadership to review daily attendance sheets to ensure they include child's DOB and full name.	8/29/2025	
4	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Based on a review of staff work hours when they were counted in the staff-to-child ratio, one staff person who had signed into a classroom on 8/25/25 did not sign out for their break, did not sign in again when they returned from break, and did not sign out at the end of the day on 8/25/25.	Re-train staff on use of daily attendance tracking sheets to include dating each sheet, signing in and out of room each time a staff enters or leaves, signing children in and out of room each time they enter or leave, and filling in child's full name and DOB or age School Leadership to review daily attendance sheets to ensure they include child's DOB and full name.	8/29/2025	
5	251.055(1)(a) **Supervision Of Children** Description: On 8/25/25, when a group of toddlers was playing in the gym, each child was not supervised by a child care worker to guide children's behavior when a 15-month-old child left the gym without staff noticing. The child went down a hallway and into a classroom alone, unsupervised. The child was discovered by staff between 30 seconds and two minutes later. The center self-reported this incident.	Re-train staff on sight and sound supervision expectations with focus on responsibilities of staff in shared environments, such as gross motor area Review use of gross motor area for children Young Toddlers. Install a baby gate to utilize in gross motor area	8/29/2025	

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Address - Facility (Street, City, State, Zip Code) 240 Enterprise Dr Verona WI 535939124	**Telephone Number** 608-492-0519	**Date - Regulation Visit** 8/27/2025

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

NAME - Agency Worker
Amy Anderson

Date Issued
8/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Bethany Bilberry

Date Signed
9-9-25