Date Correction Plan Due 10/27/2025	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 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) 240 Enterprise Dr Verona WI 535939124	**Telephone Number** 608-492-0519	**Date - Regulation Visit** 10/13/2025	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff A is missing a current certificate for infant/child CPR/AED.	Staff A has scheduled CPR and will complete training within 30 days.	11/12/25	
2	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A is missing documentation of having completed training in child abuse and neglect laws within the past two years.	Staff A completed Biennial Child Abuse and Neglect training on 10/13/25	10/13/25	

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3	251.06(10)(dm)2. **Potty Chairs - Disinfected** Description: In the Toddler #7 classroom, a potty chair receptacle containing urine was not immediately emptied, rinsed and sanitized. When staff noticed the potty chair, they emptied and sanitized it, but did not rinse it. Staff said they only check on the potty chairs once every one or two hours.	Staff in toddler 7 room and throughout the school were instructed on proper cleaning proceedures using a two step process: soap and water first, then spray with disinfectant to air dry	10/24/25	
4	251.07(6)(f)1.a. **Medication Administration - Parent Authorization** Description: A written medication authorization for a child was missing the child's name.	Authorization will be obtained and updated regularily.	10/24/25	
5	251.07(6)(f)6. **Current Authorizations For Medications On Premises** Description: Two medications intended for use by a child in the care of the center are being kept at the center without a current medication administration authorization from the parent. One medication authorization expired in July 2023 and the other expired in March 2024.	Authorization will be obtained and updated regularily	10/24/25	

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6	251.07(6)(i)2. **Adult Handwashing** Description: A staff person in the Nido 3 room did not wash their hands after diapering a child. Without washing hands, the staff person picked up an eraser and erased information on the diapering board and wrote in a new diaper time. They then laid the infant in a crib and rocked the crib with their hands. Staff did not wash their hands until the Licensing Specialist asked them to do so.	Staff were provided a handout that explicity states the proper handwashing proceedure as well as given verbal coaching. The director will observe each classroom for proper handwashing knowledge	10/24/25	
7	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Staff did not document changes in Child 1's development every three months when changes were documented only every five months.	Intake Under 2 will be updated every 3 months	10/24/25	
8	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: During the licensing visit, three bottles of formula in the Nido 3 room were not dated, and one package of frozen breast milk in the Nido 4 freezer was not labeled with the child's name.	Parents were counseled to label everything with the child's name and date. The center purchased washable labels and guides were instructed to ensure each item is labeled daily.	10/24/25	

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.

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9	251.09(4)(a)10. **Infant & Toddler - Diapering Lotions, Powders, Salves** Description: Directions for applying lotions, powders or salves to a child during diapering were not posted in the diaper changing area in the Nido 3 room or in the Nido 4 room.	The Nido classroom has posted a chart to track each child's supplies with directions on how to use them	10/13/25	

NAME - Agency Worker
Amy Anderson

Date Issued
10/13/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10·28·25