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 March 27, 2026 . 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:*** DEPARTMENTOFCHILDREN 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***
4/10/2026		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	3/26/2026

	Rule/Statute Number Noncompliance Statement	***Correction Plan***	***Expected Completion Date***	***Verification Date***
1	251.04(6)(a)8.a. ***Child Record - Physical Exam - Under 2*** Description: Child 2 is missing a physical exam completed within the past six months. Repeat violation: Previously cited on 8/27/2025	Child Files will be reviewed regularly and child health reports will be updated every 6 months for children under 2.	04/10/2026	
2	251.05(3)(g)2. ***Assistant Child Care Teacher - Qualifications*** Description: Staff A, who has been working as an assistant more than six months, is missing required training qualifications.	Staff A will obtain the necessary training. Going forward all new staff will enroll in necessary training during their orientation	5/31/26	

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	3/26/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(3)(gr)3.a. ***Meal Prep Personnel - Training*** Description: Staff A, who prepares meals at the center, did not complete the required four hours of training in kitchen sanitation, food handling and nutrition prior to beginning work. In October 2025, licensing staff provided technical assistance to center staff on the four-hour training requirement, and in December 2025 Staff A completed only two of the four required training hours.	Staff A will complete an aditional two hours of food handling training	5/10/26	
4	251.06(3)(b)2. ***Emergencies - Practice Written Plans*** Description: The monthly fire drill was not conducted in January or February 2026.	Fire drills will be conducted each month	3/31/26	
5	251.06(4)(jm)2. ***Fire Alarms & Smoke Detectors - Testing*** Description: The monthly fire and smoke alarm system test was not conducted in January 2026.	The fire and smoke alarm system test will be conducted each month	3/31/26	

NAME - Agency Worker
Amy Anderson

Date Issued
3/27/2026

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

Date Signed
04/10/26