

Date Correction Plan Due 12/23/2025	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 Lourdes Academy		Provider Number / Facility ID Number 2000559672 / 020 - 2006816		
Address - Facility (Street, City, State, Zip Code) 110 N Sawyer St Oshkosh WI 549025657		Telephone Number 920-479-0040	Date - Regulation Visit 12/8/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) Child Record - Maintenance & Availability Description: Four children #2, 5,6,7, did not have an emergency contact person on their enrollment form - they had their parents listed - see checklist.	<i>Spoke with parents to have updated</i>	<i>01/31/2026</i>	
2	251.04(6)(a)6m. Child Record - Immunization History Description: Two children #2 and 8 did not have their immunizations listed on their enrollment information - see checklist.	<i>spoke with parents to have updated</i>	<i>01/31/2026</i>	

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3	251.05(2)(a) Staff Record - Maintenance & Availability Description: Two staff members #A and E did not have a staff record in their file - see checklist. Repeat violation: Previously cited on 12/2/2024	updated staff file with those	01/31/2026	
4	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Two staff members, #A, and C did not have a physical in their file after 30 days of employment - see checklist. Repeat violation: Previously cited on 5/22/2025	staff are making those appointments	01/31/2026	
5	251.05(2)(a)4.b. Staff Record - Registry Certificate - School Age Programs Description: On staff member, #E, did not have her registry certificate in her file after 6 months of employment - see checklist.	updated registry to set certificate	01/31/2026	
6	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Four staff members, #q, B, C, and G did not have abusive head trauma training in their file prior to working with children - see checklist. Repeat violation: Previously cited on 5/30/2024	sent over the training for all staff to complete	01/31/2026	

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7	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Three staff members, #B,C, D did not have CPR training completed after 3 months of hire - see checklist. Repeat violation: Previously cited on 5/22/2025, 5/30/2024	Staff are signing up for classes	01/31/2026	
8	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Two staff members, #D and F, did not have their CAN training updated for 2025 - see checklist.	had staff sign their forms	01/31/2026	
9	251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Two staff members, #D and F did not have documentation that they completed 15 hours of continuing education for 2024 in their files - see checklist. Repeat violation: Previously cited on 5/22/2025	updated those forms to show continuing ed.	01/31/2026	
10	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: The three staff at the facility, #A,B, and C were not lead qualified and could not be left alone with the children.	will move schedule and people to have lead present	01/31/2026	

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Noncompliance Statement			

NAME - Agency Worker
Jill Kellner

Date Issued
12/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jill Kellner

Date Signed

12/23/2025