

Date Correction Plan Due 11/8/2023	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 Our Shepherd Child Care Center		Provider Number / Facility ID Number 7000575147 / 001 - 1006019	
Address - Facility (Street, City, State, Zip Code) 3335 N Lynndale Dr Appleton WI 54914		Telephone Number 920-733-3344	Date - Regulation Visit 7/26/2023
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(3)(k)1. Report - Law Enforcement Contact - Harm Description: The program failed to notify The Department, within 24 hours, of law enforcement and child protective services contact that occurred on 7/21/23.	Our program will notify the department, within 24 hours, of law enforcement and child protective services contact.	11/1/23
2	251.07(2)(e) Child Guidance - Prohibited Actions Description: The program self-reported that on July 20, 2023, a staff member pulled a five-year-old child by their ankles across the floor 10-12 feet to their rest mat. This resulted in the child having bruising on both lower legs and rug burn on their back.	Actions that may be psychologically, emotionally or physically painful, dis-comforting dangerous or potentially injurious are prohibited. Employee was immediately dismissed	10/1/23

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Noncompliance Statement			

NAME - Agency Worker
Cassandra Debauche

Date Issued
10/25/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Ann Potter

Date Signed

11-1-2023