

Date Correction Plan Due 4/22/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Westside Christian Preschool		Provider Number / Facility ID Number 4000577824 / 001 - 1004344		
Address - Facility (Street, City, State, Zip Code) 6815 Schneider Rd Middleton WI 53562		Telephone Number 608-831-8540	Date - Regulation Visit 4/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. Staff Record - Personal Information Description: Staff A was missing documentation of personal information, previous work experience and emergency contact information.	Form completed	4/22/25	
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff member 1, 2 and 3 did not complete a background that indicated that the individual was eligible to care for children prior to assumed the position. Repeat violation: Previously cited on 11/20/2024, 9/5/2024, 8/20/2024	All members completed and passed. Notifications routed to Director's email.	4/22/25	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A did not have a physical examination report within the 30 days of being hired that indicated the person was free of illness and able to work with children.	Physical exam report completed	4/22/25	
4	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A was missing documentation of having completed a child abuse and neglect training.	Training was completed on 8/8/23, certificate was found.	4/22/25	
5	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff A was missing documentation of having received an orientation within the first week of being hired.	Staff orientation was completed on 8/13/20, certificate was found.	4/22/25	
6	251.05(4)(c)2m. Continuing Education Requirement - Less Than 8 Months Description: Staff A did not have documentation of having completed at least 2 hours of continuing education per month.	CE form was found	4/22/25	

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7	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Items marked keep out of the reach of children were accessible when hand sanitizer and disinfecting wipes were reachable. Repeat violation: Previously cited on 4/12/2024	Wipes were moved to a high shelf.	4/4/25
8	251.06(4)(f) Electrical Outlet Limit Description: Electric outlets, accessible to children, were not protected by screens or guards.	Electrical Outlet was covered	4/4/25

NAME - Agency Worker
Luzdarys Marquez

Date Issued
4/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Ellen Goetz

Date Signed

4/22/2025