

Date Correction Plan Due 10/28/2024	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 Redeemer Lutheran Preschool		Provider Number / Facility ID Number 4000577864 / 001 - 420256		
Address - Facility (Street, City, State, Zip Code) 1712 Menasha Ave Manitowoc WI 542201839		Telephone Number 920-684-3989	Date - Regulation Visit 10/14/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: Staff Member C did not have a file at the facility	Staff member C was verbally reminded that file stays on site (10/22). File is missing physical form which will be signed at next dr. appt. (11/4)	Nov. 5, 2024	
2	251.05(2)(a)1. Staff Record - Personal Information Description: Staff Member A did not have a staff record in her file Repeat violation: Previously cited on 11/30/2022	Staff member A was not employed in 2022, not sure if that changes "repeat violation." Staff record was filed out and placed in file	Oct. 18, 2024	

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OCT 29 2024

DEPT OF CHILDREN & FAMILIES
NORTHEASTERN REGION

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Redeemer Lutheran Preschool		4000577864 / 001 - 420256	
Address - Facility (Street, City, State, Zip Code) 1712 Menasha Ave Manitowoc WI 542201839		Telephone Number 920-684-3989	Date - Regulation Visit 10/14/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff member B did not have a Registry certificate in her file	Staff member B will Print the certificate & place in folder.	Oct 24, 2024	
4 251.05(2)(a)8. Staff Record - Orientation Description: Staff member A did not have an Orientation in her file	Staff member A had orientation record Signed & placed in folder	Oct. 18, 2024	
5 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: The facility was missing a tornado drill for September 2024	Moving forward we have both drills in the same week so one is not forgotten	Oct. 28, 2024	
6 251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: The kitchen refrigerator did not have a thermometer present	Thermometers were purchased & placed on Oct. 22, 2024	Oct. 22, 2024	

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NAME - Agency Worker
Clint Smith, Jill Kellner

J. Kellner

Date Issued
10/14/2024

10/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed