DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 10/15/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 920-785-7811

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	
Mrs Smith's Family Day Care		6000578346 / 001 - 431052	
Address - Facility (Street, City, State, Zip Code) 3225 N Rankin St Appleton WI 549111424	**Telephone Number** 920-540-8207	**Date - Regulation Visit** 9/24/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	250.04(6)(a)1. **Child Record - Enrollment Information** Description: Of 3 Children's Records reviewed 2 were missing documentation of an enrollment form and it's required information.	gave form to parent Told parent / She has 3 months	10-2-26 Dec 1, 26	

NAME - Agency Worker
Ruth Sprangers, Catherine Christopherson

Date Issued
10/1/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Laura J Smith

Date Signed
10-1-26

DCF-F-CN502-M-E (Rev 02/2015)

RECEIVED
NERO - GREEN BAY
OCT 13 2026
DEPT. OF CHILDREN & FAMILIES