

Date Correction Plan Due 6/26/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
--	--	---

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	
St. John's Lutheran Childcare		6000587026 / 001 - 2000301	
Address - Facility (Street, City, State, Zip Code) 232 E Church St Jefferson WI 535491211		Telephone Number 920-674-4964	Date - Regulation Visit 6/11/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(2)(a) Staff Record - Maintenance & Availability Description: Each employee file was not kept at the center, when some files were being stored at another location across the street due to construction.	All employee files have been returned to the Child Care campus at 232 E. Church Street. They are located in the Administrators office.	6-18-25	
2 251.05(2)(a)3.a. Staff Record - Physical Examination Description: A physical examination report was not on file for Staff B or C.	Physical examination reports were given to staff B+C to be completed. Once received, they will be placed in their files.	7-3-25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
St. John's Lutheran Childcare		6000587026 / 001 - 2000301		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
232 E Church St Jefferson WI 535491211		920-674-4964	6/11/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A and B did not have a completed CPR certificate on file.		Staff A + B have signed up for the online CPR + First Aid Training - ProTraining.com (infants + toddlers).	7-1-25	
4 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff C did not have a completed orientation on file.		Staff orientation document has been placed in Staff C's file.	6-24-25	
5 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child care workers in the infant room were not documenting changes based on discussion with parents, every 3 months on the intake under 2 form.		A calendar will be posted in each room with reminders to notify parents of deadlines for each under 2 form due date. Supervisor will remind lead teachers to check their under 2 trackers 2 months. This rule was discussed with the staff and they are aware of the expectations that infants + toddlers form their own sleeping/waking patterns. This rule will also be emphasized during new staff orientation and training.	6-27-25	
6 251.09(2)(b) Infant & Toddler - Individual Sleep Patterns Description: Each infant and toddler were not allowed to form and follow his or her own pattern of sleep when all older infants were observed to be placed on a scheduled nap time at the same time.			6-26-25	

Name - Certified Operator / Licensed Center St. John's Lutheran Childcare		Provider Number / Facility ID Number 6000587026 / 001 - 2000301	
Address - Facility (Street, City, State, Zip Code) 232 E Church St Jefferson WI 535491211		Telephone Number 920-674-4964	Date - Regulation Visit 6/11/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Michelle Garcia

Date Issued
6/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Larry Sinach

Date Signed

6-25-25