

Date Correction Plan Due 7/13/2026	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 Arts For Kids		Provider Number / Facility ID Number 1000562051 / 002 - 1009122	
Address - Facility (Street, City, State, Zip Code) 923 Minnesota Ave B Suite B N Fond Du Lac WI 549371219		Telephone Number 920-924-9975	Date - Regulation Visit 4/23/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Based on observations on 4/23/26, the medication log book was not reviewed within the last six months. It was last reviewed on October 2024.	<i>The med log book that was missed was reviewed on the same day of visit.</i>	<i>4/23/26</i>
2	251.07(6)(i)1. Washing Child's Hands & Face Description: Based on observations on 4/23/26, in the toddlers 2.0 room, child care staff didn't not wash their hands after diapering.	<i>The teacher observed and all staff were reminded of the proper handwashing procedures and steps were reviewed at the May 11, 2026 staff meeting.</i>	<i>4/23/26 + 5/11/26</i>

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3 251.07(6)(i)2. Adult Handwashing Description: Based on observations on 4/23/26, in the toddler's 2.0 room, child care staff did not wash two children's hands after diapering.	Teacher was reminded of proper handwashing techniques and procedures.	4/23/26	
4 251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Based on observations on 4/23/26, in the toddler's 2.0 room, child care staff did not follow the process of disinfectant and wait the 5 minutes per the manufactures guide.	All staff were reminded of sanitizing procedures and were reviewed at our May. 11, 2026 staff meeting.	4/23/26 + 5/11/26	

NAME - Agency Worker
Jill Keilner, Dao Xiong

Date Issued
6/29/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Melissa Bertram

Date Signed

6/29/2026