Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/3/2026		262-446-7800

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
Bethlehem Lutheran Church		5000577675 / 001 - 225004
Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
470 N Oak Crest Dr Wales WI 531839711	262-201-4092	9/14/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: There was missing information on the child enrollment form for Child 2.	I will correct this error by contacting the parents and making sure the missing information is filled in. In addition, how I will prevent this from happening in the future is by being more thorough with checking every part that needs to be completed on the required paperwork.	9/15/2026	
2	251.04(6)(a)6. **Child Record - Health History** Description: There was missing information on the health history form for Child 3.	I will correct this error by contacting the parents and making sure the missing information is filled in. In addition, how I will prevent this from happening in the future is by being more thorough with checking every part that needs to be completed on the required paperwork.	9/15/2026	

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Bethlehem Lutheran Church		5000577675 / 001 - 225004	
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: There was no documentation of a current CPR/First Aid Training for Staff B.	I will make sure to go to the American Heart Association website and print off my CPR certification. In addition, how I will prevent this in the future is by having a checklist for all required documentation that needs to be printed off and put in staff binders.	9/14/2026	
4	251.06(2)(a) **Potential Source Of Harm On Premises** Description: There were large plastic bags, used for the bedding for naps, on the floor while the children were napping.	We will make sure that once the children take their nap materials out, that a childcare teacher will go around, collect all the bags and put them on a table away from children. In addition, I will make sure in the future that teachers that will be in childcare are taught the proper procedures for nap bags.	9/15/2026	

NAME - Agency Worker
Rhonda Brueggemann

Date Issued
9/19/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Erin Kuehl

Date Signed
9/21/2026