

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
608-422-6765

Date Correction Plan Due

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)(j) 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

Lebanon Lutheran School Ecc 3000579793 / 001 - 1009329

Address - Facility (Street, City, State, Zip Code) Telephone Number

W4661 Highway Mm Lebanon WI 53047 920-925-3040

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The director did not review the injuries with staff every 6 months to ensure that all possible preventive measures were being taken when the medical logbook in the toddler room was last reviewed on 2/12/2024 and the incident logbook has not been reviewed.	Director immediately updated / reviewed medical log book. Director will put in place a structured system to check review/update medical log in the future.	4/1/2025	
2	251.07(6)(0)1 a. Medication Administration - Parent Authorization Description: A written authorization in the toddler room for medication administration did not have medication intervals and length of authorization when it had a blanket authorization which is prohibited. Repeat violation: Previously cited on 3/25/2024	Director immediately updated medication administration form for intervals & length of authorization. Director will put in place a system to check/double check medication administration forms in the future.	4/1/25	

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Lebanon Lutheran School Ecc

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3000579793 / 001 - 1009329

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W4661 Highway Mm Lebanon WI 53047

Telephone Number
920-925-3040

Date - Regulation Visit
4/7/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.09(2)(a) Infant & Toddler - Responding To Crying Children Description: Child care workers did not respond promptly to a crying toddler when the child was crying for 8 minutes before teachers responded. Repeat violation: Previously cited on 3/25/2024	Director spoke to child care workers about the importance of making sure child's needs were met in response to him crying. Both staff(s) discussed different alternative solutions as well as resources provided by licensing specialist.	4/14/25	
4 251.09(2)(b) Infant & Toddler - Individual Sleep Patterns Description: Each toddler was not allowed to follow their own pattern of sleeping when a toddler was crying, yawning, an appeared upset, and the teacher told the child it wasn't naptime yet.	Director spoke to child care workers on 4/14/25 about allowing each child to follow their individual sleep patterns, via intake form, speaking to parents, looking for physical cues. Licensing specialist also provided resources per director's request.	4/14/25	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
4/14/2025

Date Signed
4/14/25

SIGNATURE - Certified Operator or Designee / Licensee or Designee