

Date Correction Plan Due
10/23/2025

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	
Lebanon Lutheran School Ecc		3000579793 / 001 - 1009329	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
W4661 Highway Mm Lebanon WI 53047		920-925-3040	9/22/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	<p>251.04(2)(c) Current, Accurate Information</p> <p>Description: The director did not provide the department with accurate information when the staff sign in/out records indicated that a staff person signed out at 4:46pm on September 15, 2025 and the daily attendance record indicates that the same staff person signed three children out at 4:52pm, 4:55pm, and 5:00pm on September 15, 2025.</p> <p>Repeat violation: Previously cited on 11/25/2024</p>	<p>Staff was notified and reminded that whomever is specifically clocked in needs to clock out those students in their care. Staff were all also given reminders as a mini staff meeting 10/9/25 of clock in and out procedures with ratios, staff and students.</p>	10/9/25
2	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: The licensee did not maintain a accurate written record of the daily attendance and date of birth of each child when the daily attendance record from September 15, 2025, was electronic and did not include the date of birth of each child.</p>	<p>Center will begin using daily attendance records including date of birth.</p>	10/9/25

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3	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: A written authorization did not include administration instructions when an authorization for an over the counter medication for an infant stated "as needed". Repeat violation: Previously cited on 4/7/2025, 3/25/2024	Director corrected as needed over the counter medication forms to reflect accurate information for how to be administered and dosage sections on medication forms in all classrooms.	10/9/2025
4	251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: Medication was not in the original container and wasn't labeled with a child's name, dosage and directions for administration when an over the counter medication bottle was being stored in the infant room without a label and box, and was being shared with an older sibling in the center.	Said medication was given back to parents. Parents were instructed to provide (if needed in future) with medication in original box container and label for each child. Also instructed staff to let parents of all center to know same policy if this occurs again.	10/9/2025

NAME - Agency Worker
Kimberly Liebhart

Date Issued
10/9/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/9/25