

<b>Date Correction Plan Due</b> 3/18/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Lebanon Lutheran School Ecc		3000579793 / 001 - 1009329		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
W4661 Highway Mm Lebanon WI 53047		920-925-3040	3/2/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: The center did not implement a procedure to ensure the numbers and names of children in care are known when the daily attendance record reflected that six infants were being cared for in the infant room and only three infants were in the infant room. The other three infants were in the adjoining classroom.</p>	<p>When children are visiting the next classroom our program will now sign them out on Brightwheel and sign them into the visiting room as well as the teacher(s) to have →</p>	3/9/26	
2	<p>251.055(2)(g)1. <b>Naptime - Staff-To-Child Ratio Supervision</b></p> <p>Description: One child care worker was not within sight or sound of each group of sleeping children when an infant was sleeping in a nap room alone, with the door closed, the window on the door covered, a sound machine on, and without an audio monitoring device.</p>	<p>Child A was napping in the naproom, while teacher A was in the main classroom with the other children. Immediately following licensing leaving the monitor was plugged in →</p>	3/13/26	

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	3/2/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b>  Description: Eating surfaces were not washed and sanitized before and after each use when children were provided their lunch and the table was not washed and sanitized in the two year old room.	Director talked with teacher A and discussed best practices with sanitizing prior to meals. Teacher will have children do an activity not at the table to allow her to	3/4/2026	
4	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: Staff did not review records of injury every 6 months to ensure that all preventive measures are being taken when the medical log book in the infant room was last reviewed on 07/25/2025.  Repeat violation: Previously cited on 4/7/2025	Director immediately reviewed log books. Reviewing has been added to the administrators calendar to complete every March and September moving forward.	3/4/2026	
5	251.09(1)(L) <b>Infant &amp; Toddler - Soft Materials In Cribs</b>  Description: An infant was sleeping in a playpen that contained a soft and loose sleep sack that was hung on the side of the playpen.	Program is now implementing a designated labeled place (hook on the wall, or on the shelf) for when sleepsacks are not in use.	3/5/2026	
6	251.09(1)(m) <b>Infant &amp; Toddler - Audio Monitoring</b>  Description: An audio monitoring device was not being used in the infant napping room that also had a closed door and a covered window.	Immediately following licensing leaving the building, the monitor was plugged in and volume up to hear the children.	3/3/2026	

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

3/2/2026

Rule/Statute Number  
Noncompliance Statement

Correction Plan

Expected  
Completion Date

Verification  
Date

1. accurate child tracking information.

2. and volume up to hear children in the nap room. The door to the nap room was removed on the evening of 3/2/26 after hours to ensure all licensing rules and regulations are met. Program is getting a half door (open top) on the evening of 3/13/26 after hours.

3. clean and sanitize prior to eating.

NAME - Agency Worker  
Kimberly Liebhart

Date Issued  
3/4/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Wendy M. Madsen*

*3/11/26*