

Date Correction Plan Due 8/26/2024	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 Gerber Child Development Center		Provider Number / Facility ID Number 1000587521 / 001 - 2000995		
Address - Facility (Street, City, State, Zip Code) 1230 Midway Rd Menasha WI 549521128		Telephone Number 920-720-0320	Date - Regulation Visit 5/3/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(h)2. Policy Submitted & Implemented - Personnel Description: The program failed to implement it's policies an procedures to reflect the center's written policies pertaining to their philosophy, goals, and professionalism. Center management engaged in inappropriate tones and communication with a parent regarding a concern the parent brought to the center's attention on April 29, 2024.	Reviewed center's written policies pertaining to philosophy, goals and professionalism.	8/12/2024	

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2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The program failed to have current accurate attendance when a child is removed from the younger pre-k room and placed in the older pre-k room or brought to the office. The child is not signed in or out of either classroom on the following dates April 25, April 29, May 2, 2024.	Children will now be moved to older pre-k room only and entered into that room's attendance records.	8/12/2024	
3	251.07(2)(c)5. Time Out - Not Removed From Classroom Description: A child was removed from the classroom for a time out and either brought to a different classroom or the office on the following dates on April 25, April 29, May 2, 2024.	Children removed from rooms and moved to different rooms will be entered into that room's attendance records.	8/12/2024	

NAME - Agency Worker
Cassandra Debauche

Date Issued
8/12/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

8/12/2024