

Date Correction Plan Due 2/28/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 First Steps Early Learning Center		Provider Number / Facility ID Number 9000587609 / 001 - 2001078		
Address - Facility (Street, City, State, Zip Code) 915 Lincoln St Rhinelander WI 545013545		Telephone Number 715-901-1282	Date - Regulation Visit 2/11/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication Description: Per staff interview and review of documentation, parents are not immediately notified of head injuries.	Went over with Staff at meeting with new policy. Policy book updated B Newsletter to parents with policy	3-31-26	
2	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A, B, C, D, E, and H did not have record of certificate that included infant and child CPR. All CPR certificates on file noted provisional qualifications. Hands on training was needed to be completely certified. Repeat violation: Previously cited on 4/25/2024	All Staff will take Wisconsin State approved infant and child CPR.	5-15-26	

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3	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Diaper creams labeled "keep out of reach of children" were within reach of children on a low shelf in the bathroom.	All diaper creams moved into bucket on top of shelf out of reach of children.	3-25-26	
4	251.06(9)(b)3.c. Manual Dishwashing - Sanitize Description: The product used to sanitize dishes did not have instructions for sanitizing.	New bleach bought with sanitizing directions	3-24-26	
5	251.06(9)(d)1.d. Food Storage - Covering Refrigerated Food Description: Fish sticks and cinnamon sticks in the freezer were not covered in a sealed container.	Staff meeting reviewing all food once open goes into a ziploc / sealed container.	3-31-26	
6	251.06(9)(d)2.a. Food Storage - Dry Food Description: Multiple dry food items were not labeled and stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight-fitting covers.	Staff meeting reviewing all food once open goes into a ziploc / sealed container and labeled.	3-31-26	

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7	251.07(2)(e)2. Prohibited Actions - Verbal Description: Staff E threatened to take away a child's stuffed animal during rest period.	Language & discipline actions will be discussed at staff meeting.	3-31-26	
8	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: The product used to sanitize eating surfaces did not have instructions for sanitizing food grade surfaces.	New bleach bought with sanitize directions for food grade surfaces	3-24-26	
9	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book was not reviewed within the last 6 months to ensure all possible preventive measures are taken. The review was 06/30/25.	Will check the med book every season & review.	3-24-26	

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10	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: A plastic mat is placed on top of the diaper changing pad. The surface between the mat and pad and underneath the pad are not being cleaned and disinfected. The areas contained sand and other debris. The disinfecting product is not being used per the instructions on the product label.	Staff meeting reviewing cleaning procedure New disinfecting bought GA	3-24-26
			Verification Date

NAME - Agency Worker
Heather Struck

Date Issued
2/13/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

2-26-26