

Date Correction Plan Due 5/8/2026	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 Early Childhood Academy Inc		Provider Number / Facility ID Number 1000589001 / 001 - 2003173		
Address - Facility (Street, City, State, Zip Code) 1601 W Davenport St Rhinelander WI 545012987		Telephone Number 715-362-3658	Date - Regulation Visit 4/14/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Two staff in Room A did not sign out on the daily attendance sheet. Repeat violation: Previously cited on 12/12/2025	Staff were reminded to sign in and out daily on attendance records. Missing sign-out times were corrected, and administration will continue to monitor attendance sheets to ensure compliance.	5/11/26	

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2	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure</p> <p>Description: The fence height was less than 4 feet high in multiple areas with the lowest height measuring at 3 feet 4.5 inches.</p> <p>In one section the top bar had come loose and is no longer attached to the rest of the fence on one end.</p> <p>There is a gap of 5 inches between the fence post and the building near the exit door to Room A.</p>	<p>The outdoor fence will be repaired to meet licensing requirements, including securing the loose top bar, correcting fence height concerns, and closing the gap near the building. The area will be monitored daily until all repairs are completed</p>	8/17/26	
3	<p>251.06(9)(b)3.c. Manual Dishwashing - Sanitize</p> <p>Description: Bottles and nipples in Room A were not being sanitized after washing.</p>	<p>Staff were retrained on proper bottle and nipple washing procedures, including sanitizing after washing. All bottles and nipples will be properly sanitized moving forward, and compliance will be monitored.</p>	5/11/26	
4	<p>251.06(9)(c)1. Safe Food</p> <p>Description: On 04/14/26 there was a gallon of milk that had expired on 04/06/26 in refrigerator in Room A.</p> <p>Repeat violation: Previously cited on 12/12/2025</p>	<p>The expired milk was immediately discarded from the refrigerator in Room A. Staff were retrained on checking expiration dates during daily food inspections. Increased monitoring will be implemented to ensure expired items are removed promptly and to prevent recurrence.</p>	4/14/26	

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5	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: The freezer in Room F did not contain a thermometer.	A thermometer has been placed in the Room F freezer to ensure proper temperature monitoring. Staff were reminded to check and maintain required cold storage equipment, and compliance will be monitored regularly.	5/8/26	
6	251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces - Children Under 1 Description: Two pack and plays were not spaced 2 feet from the nearest crib and were t-boned rather than placed end-to-end with a solid partition.	Pack and plays were immediately repositioned to meet safe sleep requirements, including proper spacing and correct placement. Staff were retrained on safe sleep guidelines, and compliance will be monitored regularly	5/11/26	
7	251.07(5)(a)5.a. Menus - Post Description: A menu was not posted in a conspicuous place accessible to parents.	The menu was posted in a visible and accessible location for parents.	5/22/26	
8	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log books in Rooms C, F, and E were not reviewed within the last 6 months to ensure that all possible preventive measures are being taken.	The medical log books in Rooms C, F, and E were reviewed to ensure injury records are up to date and preventive measures are in place.	5/29/26	

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9	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: The parent authorization for one medication in Room F did not include specific times to administer.	The parent was contacted to update the medication authorization to include specific administration times. Staff were reminded to verify all required details are completed before administering medication, and compliance will be monitored.	5/11/26	
10	251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: Per review of the medical log book, one medication in the Room F was given outside the authorized dates on the parent authorization to administer.	The medication error was reviewed immediately. Staff were reminded to only administer medication within authorized dates on parent consent forms. Additional checks will be implemented to verify authorization dates prior to administration, and compliance will be closely monitored.	5/11/26	
11	251.09(4)(a)8. Infant & Toddler - Diaper Disposal Containers Description: The garbage container containing diapers in the shared bathroom for Rooms E and F had not been disinfected on a daily basis. The inside of the garbage container was full of stuck dirt and debris.	The diaper disposal container in the shared bathroom for Rooms E and F will be replaced. Staff were reminded that diaper containers must be disinfected daily and kept sanitary.	5/22/26	

NAME - Agency Worker
Heather Struck, Brooke Lampe

Date Issued
4/24/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Lacey Pasanen

Date Signed
5/8/26