

Date Correction Plan Due 7/29/2025	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 Step Ahead Child Care Center		Provider Number / Facility ID Number 9000590749 / 002 - 2005895		
Address - Facility (Street, City, State, Zip Code) 280 Cardinal Ln Green Bay WI 543139574		Telephone Number 920-662-9678	Date - Regulation Visit 6/25/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(1)(h) Program Reflects Policies Description: On June 12, 2025, the center self-reported that staff broke the center's cell phone policy when certain caregivers recorded an incident of an individual dressing up in a gorilla costume and scaring toddlers while on the playground.	All recordings/pictures have been deleted from devices and disciplinary action updated for cell phone use while in a classroom. All teachers have been made aware of potential future consequences. Teachers specific to this incident were met with and disciplinary action taken.	6/12/25	
2	251.07(2)(e)5. Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions Description: On June 12, 2025, the center self-reported that an individual dressed up in a gorilla costume and scared the 4K children who were on a walk as well as the toddler classroom back at the center with encouragement from a staff member.	Actions involving a parent dressed as a gorilla were addressed with teachers and assistant director who allowed it to happen as the director was out on medical leave. Disciplinary action was taken and reported to our licensing specialist. Parents were spoken to and children were comforted in the time that followed.	6/12/25	

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3	251.09(2)(a) Infant & Toddler - Responding To Crying Children Description: On June 12, 2025, a caregiver failed to promptly respond to a crying child who was scared.	A parent in a costume walked to the outside play area of the toddlers, causing some crying due to being scared. One teacher witnessed this without offering immediate comfort to a child who was crying. The child was comforted within 40 seconds and the teacher was spoken to about responding promptly. This will also be reviewed in the next staff meeting.	6/12/25	

NAME - Agency Worker
Gina Linssen

Date Issued
7/15/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Nikki Vicker

Date Signed
7/16/25