Date Correction Plan Due 10/6/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 715-361-7700

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	**Provider Number / Facility ID Number**
Newman Catholic Ecc - St Therese	3000560503 / 001 - 620257

Address - Facility (Street, City, State, Zip Code)	**Telephone Number**	**Date - Regulation Visit**
112 Kort St W Schofield WI 544761244	715-355-5254	8/25/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(i) **Report - Unknown Whereabouts Or Left Premise** Description: On 08/07/2026, Child 1 was on a field trip and her whereabouts were unknown when she got locked inside a portable toilet and was returned to the group after a member of the public found the child. The department was not notified of this incident within 24 hours.	As staff A + B did not report this incident to director, it did not give opportunity to self report. All current staff reviewed all reportable incident or accidents, as stated in licensing manual. What to report, who to report and time frames to report have been reviewed.	9-21-26	
2	251.04(4)(a)2.d. **Parent Notification - Child's Whereabouts Unknown** Description: On 8-7-26, Child 1 was on a field trip and her whereabouts were unknown when she got locked inside a porta potty and the parents were not notified of the incident.	All staff reviewed reportable incidents and accidents as stated in the licensing manual. What to report, who to report to and time frames to make the reports. Reviewed at staff meeting on 9-21-26	9-21-26	

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3	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: On 8-25-26, a teacher in the Discovery room did not sign out. Also on the same day, a teacher in the Explorers room did not sign in.	Reviewed signing in/out for both staff and children. this ensures whereabout of staff + children. Director will be monitoring throughout day for consistent sign in/out Reviewed staff mt 9-21-26	9-21-26	
4	251.055(1)(a) **Supervision Of Children** Description: On 08/07/2026, during a field trip, Child 1 was without sight and sound supervision for an unknown amount of time when she walked away from the group and into a portable toilet.	#4+5 correction plan are together. Both were reviewed at staff meeting held on 9-21-26. Reviewed our field trip check off form. Increasing how often to check face to name, either verbally or visually. In addition, besides marking staff on form, we will be listing parents as either a chaperone and willing to help with group or just as a parent-who is with just their child. This will allow us to know who to ask for assistance. In addition, bathroom breaks will be done as a group if possible at all times. Finally, Our Employee onboarding checklist was reviewed + adjusted to emphasize supervision + face to name.	9-21-26	
5	251.055(1)(f) **Child Tracking Procedure** Description: On 08/07/2026, during a field a trip, Child 1 walked away from the group and into a portable toilet. The child accidentally locked the portable toilet door and was unable to get out. Staff A and B were unaware the child was away from the group until a member of the public heard the child crying in the portable toilet. The child was returned to the group by another staff member. The center's child tracking procedure failed when name-to-face checks were not conducted regularly to ensure staff knew the whereabouts of children at all times.		9-21-26	

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NAME - Agency Worker
Bonnie Davis

Date Issued
9/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Amy Faust

Date Signed
10-1-26