

Date Correction Plan Due 11/19/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 Grace Luth Found Sacc Altoona		Provider Number / Facility ID Number 3000556383 / 005 - 2002993		
Address - Facility (Street, City, State, Zip Code) 157 Bartlett Ave Altoona WI 547202361		Telephone Number 715-832-3003	Date - Regulation Visit 10/23/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: A written agreement, signed by parents, outlining the plan for child #8 to come to the childcare center from school, home or other activities and/or to go from the childcare center to school, home or other activities was not observed in the child's file.	Student's file has been updated with the alternate arrival agreement. I've retrained staff on getting these on files for students that come to us during "nonstandard" hours of care.	11.10.25	
2	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: An inspection of the medical log book revealed the log hasn't been reviewed every 6 months as required by rule.	Med log has been reviewed and initialed. Calendar reminders have been added to review med logs per licensing rule moving forward	11.07.2025	

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3	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: The parent authorization form for prescription medication must include start and end dates for the length of the authorization that do not exceed the time specified on the label of the medication. One child's written authorization for medication that was on the premises was missing start and end dates for the length of the authorization. Repeat violation: Previously cited on 10/10/2024	Authorization form will be updated to show start and end dates. Staff will be retrained on authorization forms and screening for accurate information.	11.10.2025

NAME - Agency Worker
Jennifer Stubbe

Date Issued
11/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Tyler Papierniak

Date Signed
11.07.2025