

<b>Date Correction Plan Due</b> 9/25/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Lakeshore Child Care Center Inc		<b>Provider Number / Facility ID Number</b> 7000558537 / 001 - 420029		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3400 Division St Manitowoc WI 542205967		<b>Telephone Number</b> 920-682-6290	<b>Date - Regulation Visit</b> 7/21/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(7)(a) <b>Disclosure Of Personal Information</b>  Description: Staff member disclosed personal information of a child to another parent.	Staff were/will be talked to and reminded about Stat and Center policies on child confidentiality with warnings given and termination may proceed if continues to happen.  Staff was terminated after multiple violations including not maintaining child confidentiality rules.	Staff reminded of policies and procedures during inservice 8/18/2025  Staff Terminated 7/15/2025	
2	251.05(3)(e)2. <b>Center Director - Responsibilities</b>  Description: Director failed to follow through on multiple concerns from staff involving another staff member and conduct around children.	Director has set up a system where staff can give oral as well as written concerns that she checks in on every day/week and address with the staff that were involved. Every staff will have a personal notebook to write down concerns with date, time and signature that can then be given to directors discreetly to check in on and address.	8/18/2021	

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3	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: Staff member was not in sight or sound of children at all times. While outside in the play yard a teacher was wearing headphones and not within the sight of the children.</p>	<p>Headphones are prohibited in classrooms and when working with children, staff are also reminded to roam the yard so they can see and hear all children that are in the care. Play yard is visually monitored by Director, Program Coordinator and PM supervisor when they are at the center to make sure staff are in proper supervision of children.</p> <p>Staff member was terminated for multiple violations including not properly supervision and wearing her headphones after being reminded.</p>	<p>Staff reminded of policies and procedures during inservice 8/18/2025</p> <p>Staff Terminated 7/15/2025</p>	
4	<p>251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b></p> <p>Description: Staff member was left alone to supervise a group of children when the staff member did not meet the educational qualifications.</p>	<p>No staff member is left alone if they do not meet the proper educational requirements. Any staff without proper training are enrolled or will be enrolled to complete the proper educational training. Directors, Coordinators and PM supervisors know who has and who doesn't have the proper training and will schedule accordingly to meet these supervision needs.</p>	<p>Staff reminded of policies and procedures during inservice 8/18/2025</p>	
5	<p>251.055(1)(j) <b>Contact With Children - Alcohol, Controlled Substances</b></p> <p>Description: On 7/21/25 a child care worker was under the influence of alcohol while children were in her care.</p>	<p>Staff was terminated for being under the influence of alcohol while children were in her care.</p> <p>Staff were reminded of state and center policies and were made aware that all personal items that are in reach other children are subject to be searched by Directors/Program Coordinators if concern arises or suspected to be under the influence of alcohol or controlled substances.</p>	<p>Staff reminded of policies and procedures during inservice 8/18/2025</p> <p>Staff Terminated 7/22/2025</p>	
6	<p>251.055(2)(b) <b>Staff-To-Child Ratios - Minimum</b></p> <p>Description: Staff member admitted to leaving the classroom several times which left them out of ratio.</p>	<p>All rooms are properly staffed to meet staff to child ratios.</p> <p>Staff are reminded to call the Director, Program Coordinator or PM Supervisor from the office for assistance if they need to use the bathroom, take care of a incident with a child or have an emergency.</p>	<p>Staff reminded of policies and procedures during inservice 8/18/2025</p> <p>Staff Terminated 7/15/2025</p>	

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7	251.07(2)(e)2. <b>Prohibited Actions - Verbal</b>  Description: Staff member used inappropriate language in front of children.	Staff member was terminated for multiple violations including using inappropriate language in front of children after being given verbal and written warning.  Staff members are reminded to use nice tone of voice positive reinforcement and proper language when working with children.	Staff reminded of policies and procedures during inservice 8/18/2025  Staff Terminated 7/15/2025	
8	251.09(4)(a) <b>Infant &amp; Toddler - Worker Diapering / Toileting Responsibilities</b>  Description: Staff member did not change diapers promptly.	Schedules, Dry Erase boards and Daily log sheets are given to teacher to track all diapering and toileting throughout the day. Staff are reminded to change diapers every two hours unless otherwise stated by parents and properly document when they are changing diapers, checking diapers or helping use toilet in rooms where potty training is happening.	Staff reminded of policies and procedures during inservice 8/18/2025	

**NAME** - Agency Worker  
Jessica Farah, Erin Mancoske-Anderson

Date Issued  
9/11/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee  
Samantha Jaeger

Date Signed  
9/14/2025