DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
12/31/2025		920-785-7811

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
Sunny Day Childcare And Preschool Inc.	8000561238 / 003 - 1015713

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1932 Godfrey Dr Waupaca WI 549817908	715-258-7901	12/8/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: The center failed to have documentation of staff hours, days and in which classroom when they were included in the staff-to-child ratios.	Sunny Day will begin to utilize a staff tracking form in each classroom to document staff hours, days and all replacements of staff when staff are within ratio. This form will be retained with all attendance records.	1/9/2026	

NAME - Agency Worker
Amie Bodart, Dao Xiong

Date Issued
12/17/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jordan J. McElroy

Date Signed
September 9th 2026
Initially - 12/18/2025