Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800

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
Our Fathers Luth Early Ch Dev Ctr		8000563948 / 002 - 220390
Address - Facility (Street, City, State, Zip Code) 6021 S Honey Creek Dr Greenfield WI 532214811	**Telephone Number** 414-282-9057	**Date - Regulation Visit** 8/13/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. **Child Record - Health History** Description: Health history information on file for Child #2 states the child has a nut allergy requiring use of an Epi-Pen following exposure however the center director reports Child #2 no longer has a nut allergy and no longer requires an Epi-Pen. Health history information on file for Child #2 has not been updated by the parent to reflect this information.	Have mom fill out new form with her Allergy updated attach to old one	8/18/26	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff A, who has been employed since 1/5/26, does not have a completed physical examination report on file that was completed not more than 12 months prior to nor more than 30 days after the person was hired. There is no physical examination report on file for Staff A.	Staff was waiting on insurance has appt for 9/30/26	10/10/26	

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3	251.05(2)(a)4.a. **Staff Record - Registry Certificate** Description: Staff A does not have a certificate on file from the Wisconsin Registry, either paper or electronic, documenting that she has met the educational qualifications for her position of child care teacher, a position she has held for more than 6 months.	went on the registry fixed for a certificate. Staff forgot one DA 30 had to re-apply we'll check back in a week 3 pm. 0	10/15/26	
4	251.05(2)(a)5. **Staff Record - High School Diploma** Description: Staff A, whose position requires her to have a high school diploma or its equivalent, does not have documentation of her high school diploma on file, either on paper or electronically.	had on file never made a copy. Copy was made now in staff file	8/26/26	
5	251.07(3)(a)2. **Indoor Equipment - Construction, Condition** Description: Children's seating including the blue children's chairs are not in good condition, the vinyl coating has worn off. Stuffing from a rocking chair in the school-age classroom is coming out of the cushion.	Teacher threw away the ripped chairs new one was ordered expected to arrive 9/9/26	9/11/26	

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6	251.07(5)(a)4. **Meals & Snacks - Minimum Meal Requirements** Description: USDA minimum meal requirements are not always met per a review of the July 27th-August 21st center menu. For example, two snack components that meet USDA minimum requirements were not served on 8/13/26 when "Vanilla Sugar Wafer Cookies and water were served for snack. Neither component meets the USDA minimum requirements. Only one snack component is served instead of the required two components on some days. In addition, components reported to be served for snack including cheese balls, Strawberry Creme Wafer Cookies, Oreos, etc. do not meet USDA requirements.	myself and the cook reviewed the menu made the changes that needed to be done to current new menu	9/8/26	
7	251.07(5)(a)5.b. **Menus - Plan** Description: The posted menu does not always identify specific foods served including cereal, fruit and vegetable components. Snacks are also not always specified. For example, the menu states "Teachers Choice" on Fridays.	myself and cook made the changes that needed to be done to correct menu	9/8/26	
8	251.07(5)(a)6. **Menus - Changes** Description: Changes to the menu as planned are not always recorded on the copies of the menu kept on file and posted for parents. For example, on the day of the monitoring visit cereal and milk was reported to have been served for breakfast however the menu states "English muffins w/Butter/Jelly Fruit and Milk" were served. This change was not reflected on the posted menu.	Talked with staff. We will always post any changes or be marked and make sure parents know about any changes	9/8/26	

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9	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: The Infant & Toddler Intake information for four children under the age of 2 has not been updated every three months by child care workers based on discussion with the parent including one child whose form has not been updated since they began attending in January 2026.	Talked with staff they were all updated and entered in system. will keep better track	8/21/26	
10	251.09(1)(e) **Infant & Toddler - Provider Training** Description: Staff A, regularly assigned to the infant room, has not completed a minimum of 10 hours of training in infant and toddler care approved by the department within 6 months after assuming the position. Staff A has been employed since 1/5/26.	Both classes were ordered and online class all set for both staff that needed it starts 10/15/26	11/11/26	
11	251.09(1)(L) **Infant & Toddler - Soft Materials In Cribs** Description: A 4 month old infant is observed asleep on their back in a crib with their body wrapped in a swaddle blanket and a receiving blanket is also placed over the infant.	Talked with staff and parents. Sent home blankets and swaddles and told them only sleep sacs	8/21/26	

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed 9/11/26