

Date Correction Plan Due 6/17/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Berlin Community Day Care And Ps		Provider Number / Facility ID Number 9000558809 / 001 - 420023		
Address - Facility (Street, City, State, Zip Code) 107 W Moore St Berlin WI 549231572		Telephone Number 920-361-3357	Date - Regulation Visit 6/2/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2  Description: Based upon review on June 2, 2025, Child #2 of the Child Record Checklist did not have current documentation of a health examination on file.	<i>Office personnel will contact parent and give until Friday June 6, for form to be returned. Request for form has been made multiple times by BCDC. If form is not returned by date, the child will not be able to attend until it is.</i>	<i>6/6/2025</i>	
2	251.05(3)(c) Cardiopulmonary Resuscitation Training  Description: Based upon review on June 2, 2025, Staff Member B of the Staff Record Checklist did not have a current certificate of completion on file for infant and child CPR, as it expired in April 2025.	<i>Director will review documents and ensure dates are entered correctly and the staff member B will have CPR course completed as soon as possible.</i>	<i>6/27/2025</i>	

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NAME - Agency Worker  
Jamie Brandt

Date Issued  
6/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Jamie Brandt*

Date Signed  
6/3/2025