

<b>Date Correction Plan Due</b> 10/6/2025	<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> Family Friends Child Care Center		<b>Provider Number / Facility ID Number</b> 4000578614 / 001 - 430395		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3605 Willow Rd Green Bay WI 54311		<b>Telephone Number</b> 920-468-9155	<b>Date - Regulation Visit</b> 8/26/2025	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(6)(a)1m. <b>Child Record - Health History</b>  Description: Based on record review on 8/26/25 according to the Child Record Checklist Child 1 failed to have a Health History on file before the first day of attendance.	It was child 1's second day of attendance when records were reviewed. That missing record has been returned (as of 8/31/2025)	08/31/2025	
2	250.06(3)(b) <b>Emergency Plans - Practice</b>  Description: Based on record review the program failed to conduct/practice emergency plans and drills for the past 4 months.	Fire drills and tornado drills have been practiced monthly (8/27, 9/2, 10,2) and will continue to be practiced monthly.	08/27/2025	

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3	250.06(4)(a)3. <b>Smoke Detectors - Testing</b>  Description: Based on record review the program failed to test the smoke detectors for the past 4 months.	Carbon monoxide detector and all smoke alarms inspected on 8/27 and 9/2 and 10/2, and will continue to be inspected monthly.	08/27/2025	
4	250.06(6)(b)3.a. <b>Private Well - Lead Test</b>  Description: Based on record review the program failed to have the well tested for lead. This is required every 5 years.	The water was professionally tested for lead on 9/09/2025. Samples were taken from 09/09/2025 11 sources, some not used by child care children. "safe result" report forwarded to licensing agent.		
5	250.07(6)(h)3. <b>Sharing Towels And Utensils</b>  Description: Based on observation the program bathroom towels failed to be one use only. Each child has their own colored towel for the entire day. They are required to be a one time only use and may not be shared.	Individual colored towels have been replaced by baskets of white washcloths at each sink used by the children. They are used one time only and placed in a "used bucket". They are laundered each evening.	08/27/2025	
6	250.09(1)(c)1. <b>Infant &amp; Toddler - Information For Providing Individualized Care</b>  Description: Based on record review on 8/26/25 according to the Child Record Checklist Child 1 failed to have a Child Intake Form on file prior to the first day of attendance.	Child 1 intake form is complete and on file.	08/31/2025	

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7	250.09(4)(b) Infant & Toddler - Diaper Changing Surface - Disinfection  Description: Based on observation the diaper changing pad failed to be an easily cleanable surface. A sheet covered the diaper changing pad not allowing the ability to disinfect after each use.	Cloth changing pad cover has been removed. Children are changed on a changing pad which is disinfected after each use.	08/27/2025

NAME - Agency Worker  
Cassandra Debauche

Date Issued  
9/29/2025

date received  
10/14/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Sharon M. Pfluger / Licensee

Date Signed

10/14/2025