

Date Correction Plan Due 8/8/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 St. John's Child Development Center		Provider Number / Facility ID Number 2000 72872 / 001 - 1004992		
Address - Facility (Street, City, State, Zip Code) 426 W Emmett St Portage WI 53901		Telephone Number 608-742-9000	Date - Regulation Visit 7/22/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A did not have a physical examination report within the 30 days of being hired that indicated the person was free of illness and able to work with children. Repeat violation: Previously cited on 10/9/2024	Appointment 8/12/25. Due to medical issues this was not able to get done yet. This file was on my desk – not complete Not put in staff file cabinet as it was not complete	08/12/25	
2	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff A was missing documentation of having completed Abusive Head Trauma Prevention Training prior to beginning to work with children under 5 years of age.	In-Service Week -Training – 8/18/25 Return staff member. File not complete due to digging out of basement boxes. Or retrain.	08/20/25 In-Service week	

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426 W Emmett St Portage WI 53901		608-742-9000	7/22/2025	
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3	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A was missing documentation of having completed a Child Abuse and Neglect Training.</p>	<p>Staff member did do training in office upon hiring with co-worker.</p> <p>Return staff member. File not complete due to finding her old records in basement and medical issues/hardship in family.</p>	<p>08/20/25 In-Service week</p>	
4	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A was missing documentation of having received and completed an orientation within the first week of started to work at the center.</p> <p>Repeat violation: Previously cited on 10/9/2024</p>	<p>Staff Member did receive orientation upon hire. Rehire and re reviewed at staff meeting 4/25 with new handbook.</p> <p>Dig out old records and add handbook and orientation review.</p>	<p>8/20/25 In-Service week</p>	
5	<p>251.06(11)(bm)3. Outdoor Play Equipment - Construction, Condition</p> <p>Description: The sandbox was not in a good condition it was full of rotten, wrapped boards and had splinters that could hurt children.</p>	<p>Sandbox was replaced with a new one on 8/3/25</p>	<p>8/3/25</p>	

6	<p>251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: Items marked keep out of the reach of children were accessible by the School Age program main entrance.</p> <p>Repeat violation: Previously cited on 4/7/2025, 4/19/2024</p>	<p>Sun Screen picked up when told it was on the steps.</p> <p>Our young 16 year olds were told to follow through with the plan for storing sunscreen. High out of reach or in cabinet.</p>	7/22/25	
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NAME - Agency Worker
 Luzdarys Marquez

Date Issued
 7/25/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Dyha A. Drew, Admin Director

8-7-25