

Date Correction Plan Due 1/5/2026	<h2 style="margin: 0;">NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</h2>	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		Provider Number / Facility ID Number		
St. John's Child Development Center		2000572872 / 001 - 1004992		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
426 W Emmett St Portage WI 53901		608-742-9000	12/18/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff days and worked hours record was inaccurate when staff member counted in ratio did not sign in or out on multiple classrooms on different days.</p>	<p><i>Remind all staff about signing in/out of classrooms (Brks - lunch - switching rooms end of day)</i></p> <p><i>Review again at staff mtg 1-15-25</i></p>	<p><i>12-29-25</i></p> <p><i>D.D.</i></p>	
2	<p>251.07(2)(e) Child Guidance - Prohibited Actions</p> <p>Description: Staff members engaged in prohibited actions that were emotionally or physically discomfoting when these individuals frequently used a harsh tone of voice that intimidated and frightened the children. They also grabbed the children by the arms to redirect them, which caused them to cry afterward.</p>	<p><i>Met with all staff to talk about Child Guidance Non-compliance.</i></p> <p><i>* April - uw Stout - whole child - whole educator:</i></p> <p><i>Building Emotional Wellness in every classroom. - Center Closed - all staff attending.</i></p>	<p><i>12-29-25</i></p> <p><i>4-24-25</i></p>	

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#2 Child Guidance	* Feb - UW Extension Helping children Thrive when life gets Tough. all staff	2-4-25	

NAME - Agency Worker

Luzdarys Marquez

Date Issued

12/22/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Diana A. Drew

Date Signed

12-29-25