Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
7/31/2026		715-930-1148

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
Regis Child Development Center		4000555934 / 001 - 520257
Address - Facility (Street, City, State, Zip Code) 2114 Fenwick Ave Eau Claire WI 54701	**Telephone Number** 715-830-2274	**Date - Regulation Visit** 7/7/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The daily attendance record was not current and accurate on the day of the monitoring visit when there were 11 children present but only 9 were signed in in the Dino's Room, and when there were 8 children present but only 7 were signed in in the Koala's Room.	Our attendance tracking procedure was reviewed with both classrooms that same day. This procedure was also reviewed with all staff during our morning classroom check-ins the following day, and will continue to be monitored going forward.	7/8/26	

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2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff D and Staff H have been working at the center for more than 30 days and did not have a physical examination on file indicating that the person is free from illnesses detrimental to children and that the person is physically able to work with young children. Rule requires each child care worker to obtain a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired.	Staff D & Staff H have physicals scheduled & their staff file will be up to date as soon as possible	8/31/24	
3	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff F has been working at the center for over a year and did not have documentation of a completed CPR and AED training. Rule states that all employees in regular contact with children shall obtain, maintain and place in the employee's file a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 3 months after beginning to work with children in care.	Staff F has completed the approved DCF CPR and AED training & the documentation has been included in her staff file.	7/7/2026	

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4	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff F was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting. Repeat violation: Previously cited on 3/4/2025	Staff F completed the WI Mandated Reporter training and the documentation has been included in her file.	7/7/26	
5	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: It was observed during the monitoring visit that bottles of sunscreen labeled "keep out of reach of children" were in areas accessible to children in the Jumpstarter Room and Dino's Room. Repeat violation: Previously cited on 12/17/2025, 3/4/2025	After sunscreen has been applied staff will store it in a cabinet that is out of the reach of children with a child safety lock. All staff have been reminded of this policy through a staff memo.	7/17/26	
6	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: It was observed during the monitoring visit that open bags of dry food and cooking ingredients were not stored in bags with zip-type closure or containers with a tight-fitting cover as is required by rule. Repeat violation: Previously cited on 12/17/2025	This policy has been reviewed with the kitchen staff. Zip-type closure bags are available, as well as containers with tight fitting lids & they will be used going forward for any open bags of dry food or cooking ingredients	7/17/26	

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7	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: Upon a review of multiple medical log books, it was discovered that there was not documentation of a review by the director or director's designee every 6 months as is required by rule. Two of the medical log books had not been reviewed since January 2024. Rule states that the director or the director's designee shall review records of injuries with staff every 6 months to ensure that all possible preventive measures are being taken. The reviews shall be documented in the medical log book.	All classroom medical logs will be reviewed. A date will be set on the calendar going forward as a reminder when they are due for the next 6 month review.	7/31/26	

NAME - Agency Worker
Amelia Gruber

Date Issued
7/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Julie Bishop

Date Signed
7/23/26