

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

Date Correction Plan Due  
3/10/2025

TO FILE A COMPLAINT CALL  
920-785-7811

**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

Community Nursery School

8000577848 / 001 - 420333

Address - Facility (Street, City, State, Zip Code)  
740 E College Ave Appleton WI 54911

Telephone Number  
920-738-0090

Date - Regulation Visit  
2/21/2025

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(2)(a)2. Staff Record - Completed Background Check	Description: Fingerprints not completed for the following individuals: Individual 001	Individual 001 has not been employed at CUS since 2017 but kept in DCF portal to possibly sub until 2024. Administrator thought Individual was already removed from portal before fingerprints were needed. Ind. 001 was removed from portal 2/27/25.	2/27/25	2/24/2025

NAME - Agency Worker  
Samantha Douglas

Date Issued  
2/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Jessica Mielke*  
DCF-F-6750294-E (R.06/2011)

*3/11/25*