Date Correction Plan Due 2/18/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	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**	
Grace Lutheran Preschool		9000577949 / 001 - 420264	
Address - Facility (Street, City, State, Zip Code) 720 Jackson Ave Omro WI 549631718	**Telephone Number** 920-685-2621	**Date - Regulation Visit** 2/3/2026	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.05(3)(d)3.a. **Administrator - Entry-Level Training / Experience - Business** Description: Based on record review on 2/4/26 according to the Staff Record Checklist Staff Member B failed to have documentation of one year experience as a manager or satisfactory completion of noncredit department-approved course or 2 credits in business or program administration on file. Repeat violation: Previously cited on 11/13/2025, 8/27/2025	Staff Member A has now enrolled into an Administrator course through FVTC. Staff Member A will take the required credits during the Summer Semester.	8/1/2026	
2	251.055(1)(a) **Supervision Of Children** Description: Based on observation on 2/3/26 a 3 year old child went to the bathroom on their own unsupervised. The bathroom is across the hall. The child was unsupervised for approximately 2 minutes.	Staff will watch children from door if the children need to go not during Scheduled bathroom breaks	2/5/2026	

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3	251.07(5)(a)4. **Meals & Snacks - Minimum Meal Requirements** Description: Based on observation the program's snack failed to meet the minimum meal requirements. Goldfish and chocolate milk was served. Flavored Milk does not meet a CACFP component.	Staff will ensure there are appropriate snacks on hand to ensure minimum meal requirements are met.	2/5/2026	

NAME - Agency Worker
Cassandra Debauche

Date Issued
2/4/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Autumn Yost

Date Signed
2/4/2026