

Date Correction Plan Due 4/10/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Just 4 Kids Child Care		Provider Number / Facility ID Number 9000590799 / 002 - 2005946		
Address - Facility (Street, City, State, Zip Code) 2725 Sussex Rd Green Bay WI 543117295		Telephone Number 920-468-5626	Date - Regulation Visit 3/25/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Based on record review on 3/25/26, the daily attendance record did not have a child signed in (preschool room). The infant room did not have two children signed out.	The preschool teacher was helping a special needs child get ready for school and the infant room teacher was helping a one-year-old with a cut on her finger. The commotion of assisting the injured child, getting the special needs child ready to leave for school, serving breakfast, and the state licensor's visit, the completion of the paperwork was missed. The teachers were aware of the number of children in the rooms because the tracker boards posted by the classroom doors had the correct number of children and points written on them. Staff were reminded to check the attendance sheets and they will continue to get a daily reminder from the director at 9:20am to do so. Additional information on this topic will be presented at the next staff meeting on 4/20/2026	03/25/2026	
2	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: Based on observation on 3/25/26, the permanent enclosure did have a couple open areas under the fence that were greater than 4 inches.	The center's maintenance employee will fix the gaps, that happened due to the frost pushing the metal fence posts up. Once the ground thaws and dries out because the snow has just melted, any gaps that have appeared will be filled in with dirt. The ground needs to be dry in order to push a wheelbarrow with dirt to the areas that need to be filled.	No later than 05/25/2026	

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3	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Based on record review on 3/25/26, child 2 and child 6 did not have updated document changes in a child's development and routines every 3 months. Repeat violation: Previously cited on 4/17/2025, 1/17/2025, 6/20/2024	The new infant room teacher thought that the forms needed to be updated every 6 months. Additional individual training was provided and documented on 3/25/2026 to meet the 3 month requirement. All infant and toddler teachers were instructed to use the calendars and reminder sheets that are in the classrooms to make sure the forms are updated every 3 months. The intake policy will be reviewed with all new staff at orientation. All current employees will get additional training at the next staff meeting on 4/20/2026. The director will add to her daily duties calendar to remind the teachers a week in advance of when forms are to be up dated again.	3/25/2026	
4	251.09(1)(e) Infant & Toddler - Provider Training Description: Based on record review on 3/25/26, staff E did not have educational requirement of infant and toddler while working in the infant room. Staff E started working with infants and toddlers since July 2025.	The staff member had completed Introduction to the Child Care Profession on 11/11/2025 and Skills & Strategies for the Child Care Teacher on 3/14/2026. The staff member is enrolled in Fundamentals of Infant & Toddler Care and begins class on 3/30/2026. The staff member is projected to finish the class on 5/4/2026	4/27/2026	
5	251.09(1)(j) Infant & Toddler - Crib Mattresses & Coverings Description: Based on observation on 3/25/26, two cribs did not have tight-fitting mattress covering that fits snugly over the mattress.	There were no children sleeping in the pack-n-plays at the time of the visit. The sheets are parent provided. The parents were informed that different sheets need to be brought into the center. The infant room staff have been instructed to use daycare owned sheets if a parent sends in a sheet that doesn't fit well on our pack-n-play mattresses for the day and let the parents know to bring in a new one for the next day.	3/25/2026	

NAME - Agency Worker
Dao Xiong

Date Issued
3/27/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Bill Klapper - Director

4/9/2026