Date Correction Plan Due 9/25/2026	**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**	
Just 4 Kids Child Care		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** 9/10/2026	

	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 9/10/26, the infant room failed to sign out a child that was not present. Repeat violation: Previously cited on 3/25/2026	The teacher in the room, signed out the child as soon as it was pointed out to her. The teacher in the room had the accurate count of children in the room on the white board by the door. The director retrained the staff in how to correctly and accurately complete the sign in/out sheets when a child moves from one room to another. The teacher assigned to the room that that the child is leaving, is the one to sign the child out. The sheets will be checked daily until 9/25/2026 by the director and then once a week thereafter. The director posted signs by the teacher areas, to check the sheets, as a way to reduce forgetfulness.	9/11/2026	
2	251.04(7)(a) **Disclosure Of Personal Information** Description: Based on observation on 9/10/26, allergy information failed to be covered in the preschool room. Repeat violation: Previously cited on 8/20/2025	The sheet was immediately placed in the allergy folder to prevent non-staff from seeing it, when they enter the classroom. It was an unintentional error by the teacher. The allergy information was recently updated and the teacher left it out to help learn the new updates and failed to put it in the folder. The teacher was reminded on how to properly store personal information. The director checked to make sure that all allergy forms in the building are being stored properly and will do so each time they are updated.	9/10/2026	

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3	251.07(4)(cm) **Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older** Description: Based on observation 9/10/26, two children napping in the preschool room failed to be two feet apart.	The staff had just finished rubbing the backs of the children to aid them in falling asleep. A staff member had pulled two mats closer together to reach both of the children while she sat between them. Verbal coaching was done with the staff on the proper spacing of mats during nap time. The director will conduct random mat spacing checks.	9/10/2026
4	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Based on record review on 9/10/26, one intake document in the infant room failed to update changes in development every three months. Repeat violation: Previously cited on 3/25/2026, 4/17/2025, 1/17/2025	The infant room teacher was aware that the intake form was due to be reviewed by the parent and had placed the document by the classroom door as a reminder to get it reviewed and signed, when the parent was at the center again. The teacher had the form reviewed, updated and signed at pick up time. The director provided the teacher with a refresher training on Intake form requirements.	09/10/2026

NAME - Agency Worker
Dao Xiong

Date Issued
9/11/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jill Kluppen - Director

Date Signed
9/23/26.