Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
2/25/2026		715-361-7700

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
A.E. Academy	2000591902 / 001 - 2007135

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1052 Dorr Ave Rhinelander WI 545013905	715-365-3440	1/16/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: One child was not signed in on the daily attendance sheet in the Infant Room.	All parents and staff, retrained to first check sign in sheet upon entering or leaving facility. Administrator/Director, periodically checking lists. Teachers have been reminded to be mindful of children who have social worker visits to double check the attendance records as well.	1/23/2026	
2	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff E, K, and M did not have a staff record form with personal information on file.	Two staff members removed from Childcare Portal (SP & MV), will readd in the summer and reestablish entire file at that time when she returns. Other two staff files have been updated.	1/23/2026	

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3	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff D, E, F, L, M, and O did not have record of a health report on file.	All physical examinations have been updated with the exception of E.H. whose appointment is scheduled for 3/5/2026	3/6/2026	
4	251.05(2)(a)4.d. **Staff Record - Educational Qualifications** Description: Staff C, D, F, J, L, and M did not have record of education qualifications on file.	Awaiting scheduled class to send 2 staff members missing qualification in their employee file. Resource received on 1/28/2026 did not work with staff members' school schedule. Staff will be enrolled in a course by 3/6/2026.	3/6/2026	
5	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff E did not have record of abusive head trauma training on file. Repeat violation: Previously cited on 8/25/2025	Staff member removed from Child Care Portal - no longer employed with AEA. If she should return to AEA in the summer, we will reestablish employee file.	1/26/2026	
6	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Staff A, C, D, E, F, J, and L did not have record of CPR on file or did not have record of CPR from an approved source on file.	Staff A.K. is scheduled for CPR the first week of March to complete the training	3/6/2026	

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7	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff J and K did not have record of current child abuse and neglect training on file.	Monthly, Director provides time on schedule to review each individual Registry with the staff member; if training is needed for update, a course is scheduled at that time.	1/26/2026	
8	251.05(3)(g)2. **Assistant Child Care Teacher - Qualifications** Description: Staff E was used as an assistant teacher and does not meet the minimum age requirement of 16 years old.	Staff E's employment has been terminated; may be rehired in Summer 2026. Will rebuild employee file at that time. Removed from Child Care Portal.	1/26/2026	
9	251.05(4)(a) **Staff Orientation - Develop, Implement, Document** Description: Staff B, H, and M did not have record of orientation on file. Repeat violation: Previously cited on 8/25/2025	All staff files have record of orientation on file.	1/26/2026	
10	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: The exterior siding of the building was falling off and into the outdoor play space.	Will be repaired in Spring 2026 when weather permits by building owner. Exterior siding in need of repair is 2 1/2 stories high.	6/30/2026	

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11	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: The exit doors in the lower level were locked and required more than a one-hand and one-motion to open them. Repeat violation: Previously cited on 10/29/2025	All doors are unlocked with morning opening; and locked at end of day with final staff member leaving premises. All staff were retrained on this.	1/26/2026	
12	251.06(9)(d)1.d. **Food Storage - Covering Refrigerated Food** Description: Waffles and gogurts were opened and not properly covered while in the freezer.	Staff retrained on how to properly store food items at all staff training on 2/1/2026.	2/1/2026	
13	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: Dry food, such as cereal, was stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight-fitting covers.	Staff retrained on how to properly store food items at all staff training on 2/1/2026. Director checks the kitchen daily to ensure proper food storage.	2/1/2026	

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14	251.07(3)(a)5. **Indoor Equipment - Intended Use** Description: The product label of a bassinet stated that once a child reaches 5 months of age or 15 pounds, whichever comes first, the bassinet should be lowered in height. Per observation the bassinet was not used per manufacturer recommendations, and a 6-month-old infant was using the bassinet at the wrong height.	All children with the exception a 3-month-old infant have been updated to always use a Pack N Play for their sleeping. Manufacturer recommendations will be closely monitored and followed in the future.	1/19/2026	
15	251.07(5)(a)5.a. **Menus - Post** Description: A current menu was not posted in the kitchen and no menu was posted in a conspicuous place accessible to parents.	Monthly menus are posted in the Community Room, on the Parental Communication Board, and in the Kitchen. Additionally, parents may bring a copy of the menu home if they choose to.	1/20/2026	
16	251.07(5)(b)5. **Eating Surfaces - Cleaned, Sanitized** Description: Per staff interview, high chairs are not washed and sanitized before and after each use. Repeat violation: Previously cited on 10/29/2025	One staff member did not wipe down the highchair. On 2/1/2026 an additional staff training was completed on how to properly use center cleaning solutions.	2/1/2026	
17	251.07(6)(f)1.a. **Medication Administration - Parent Authorization** Description: The parent authorization for one medication in the Infant Room did not include the length of the authorization.	Child's authorization form was corrected (missing date).	1/19/2026	

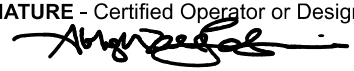
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18	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Intake information for children under the age of 2 years was not on file in the room the child was assigned to and was not known to the child care worker.	Classroom Info Binders have been established for each room to resolve this concern.	1/19/2026	
19	251.09(1)(m) **Infant & Toddler - Audio Monitoring** Description: The infant sleep room did not contain an audio monitor.	The sleep room has been terminated. All children sleep in their identified classroom. (Audio Monitor onsite; just not in use.)	1/26/2026	

NAME - Agency Worker
Heather Struck, Brooke Lampe

Date Issued
2/10/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
2/24/2026