Date Correction Plan Due 5/1/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 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 A.E. Academy		**Provider Number / Facility ID Number** 2000591902 / 001 - 2007135	
Address - Facility (Street, City, State, Zip Code) 1052 Dorr Ave Rhinelander WI 545013905	**Telephone Number** 715-365-3440	**Date - Regulation Visit** 4/14/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff O did not have a health report on file. Repeat violation: Previously cited on 1/16/2026	Staff O is now on family leave – temporarily on hold in Portal - will revisit whole file upon return.	4.29.2026	
2	251.05(2)(a)4.d. **Staff Record - Educational Qualifications** Description: Staff C and J did not have record of educational qualifications on file. Repeat violation: Previously cited on 1/16/2026	One staff has been moved to facilities only – the other staff member will no longer be teaching.	4.29.2026	

Name - Certified Operator / Licensed Center			Provider Number / Facility ID Number	
A.E. Academy			2000591902 / 001 - 2007135	
Address - Facility (Street, City, State, Zip Code) 1052 Dorr Ave Rhinelander WI 545013905		**Telephone Number** 715-365-3440	**Date - Regulation Visit** 4/14/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Two staff were not signed in on the daily attendance sheet when included in staff-to-child ratio.	Reminded all staff of the importance of signing in & out	4.29.26	
4	251.06(9)(b)3.c. **Manual Dishwashing - Sanitize** Description: Bottles and nipples in the infant room were not being properly sanitized after washing.	Director retrained & posted bottle washing procedures — sanitizer bottle unit @ site & was @ site.	4.29.26	
5	251.07(5)(a)10. **Sharing Information About Food & Other Allergies** Description: Per staff interview and review of child file, a child was noted as having a food allergy. The information was not shared in the classroom or kitchen.	all allergy/intolerances listed in classrooms and were reviewed & updated —	4.29.26	
6	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: Documentation of the child's development and routines were not updated within the last three months for children under the age of 2 years.	All parents have forms & are expected to return by 5.12.26.	5.14.26	

Name - Certified Operator / Licensed Center			Provider Number / Facility ID Number	
A.E. Academy			2000591902 / 001 - 2007135	
Address - Facility (Street, City, State, Zip Code) 1052 Dorr Ave Rhinelander WI 545013905		**Telephone Number** 715-365-3440	**Date - Regulation Visit** 4/14/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
7	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Bottles were not dated and one bottle was not labeled with the child's name. Repeat violation: Previously cited on 10/29/2025	All bottles are dated, timed, & labeled upon making. - All staff were retrained.	4.29.26	

NAME - Agency Worker
Heather Struck, Brooke Lampe

Date Issued
4/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
4.29.2026