


**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

Date Correction Plan Due  
6/20/2025

TO FILE A COMPLAINT CALL  
262-446-7800

**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
Lutheran Home Children's Center		2000563832 / 001 - 225107
Address - Facility (Street, City, State, Zip Code) 7500 W North Ave Wauwatosa WI 532131717		Telephone Number 414-316-2297
Rule/Statute Number Noncompliance Statement	Correction Plan	Date - Regulation Visit
1 251.055(1)(a) <b>Supervision Of Children</b>  Description: A three year old child was unaccounted for and not within sight and sound for approximately 3 minutes.	-Immediate re-education for all staff on tracking procedures -on paper and via Procare.  -Re-education on importance of counting children repeatedly during transitions.  -Review of effective communication between teachers during transitions to ensure all parties are on the same page and have the same information.	5/27/2025
2 251.055(1)(f) <b>Child Tracking Procedure</b>  Description: Child tracking was not being properly implemented when a three year old child was left alone in the a hallway/classroom for approximately 3 minutes.	-Immediate re-education for all staff on tracking procedures.  -Re-education on importance of counting children repeatedly during transitions.  -Audit 100% of classrooms' hourly name-to-face tracking in Procare every day for 2 weeks.  -Audit 100% of classrooms' hourly name-to-face tracking 2x/week for 2 additional weeks.	5 / 2 3 / 2 0 2 5  5 / 2 3 / 2 0 2 5
NAME - Agency Worker Mindi Sabljak		Date Issued 6/6/2025
SIGNATURE - Certified Operator or Designee / Licensee or Designee 		Date Signed 6/16/2025