

Date Correction Plan Due 8/19/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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 First Lutheran Childcare Center		Provider Number / Facility ID Number 3000556523 / 001 - 520025	
Address - Facility (Street, City, State, Zip Code) 218 County Road K New Richmond WI 54017		Telephone Number 715-246-3199	Date - Regulation Visit 8/5/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(3)(i) Report - Unknown Whereabouts Or Left Premise Description: The Licensee/center failed to report to the department within 24 hours that a staff person did not know the whereabouts of a 2 year old child assigned to the worker for approximately 1 minute on 07/25/25 when the child was left behind outside while the rest of their classroom went inside. Repeat violation: Previously cited on 5/21/2025	Director was informed about the missing child after 4pm on Friday, July 25th. The director did not report in the 24 hour time frame. All incidents will be noted to communicate with licensing and other agencies involved (if necessary) immediately, even if it happens on a non-work day.	8/11/2025
2	251.055(1)(a) Supervision Of Children Description: A 2-year-old child was left unsupervised on the playground for approximately 1 minute when his group went back inside without him. Repeat violation: Previously cited on 5/21/2025	Director was informed and confirmed safety of child. A report to CPS was made and a written warning was given. The staff are required to name each child at line up transition time as well as counting the children.	8/11/2025

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218 County Road K New Richmond WI 54017		715-246-3199	8/5/2025	
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3	251.055(1)(f) Child Tracking Procedure Description: On 07/25/25, the center tracking procedure was not followed when a floating teacher took over a classroom failed to count children using the attendance sheet when the class went inside resulting in one 2-year-old child being left behind on the playground unsupervised for approximately 1 minute. Repeat violation: Previously cited on 5/21/2025	Director was made aware and confirmed safety of child. The classroom teachers are required to carry the class roster to confirm whereabouts of each child. Available float staff will go to each room to verify attendance.	8/11/25	

NAME - Agency Worker
Wendy Badzinski

Date Issued
8/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jessie Narvey

Date Signed

8/11/2025