

Date Correction Plan Due 2/3/2026	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 1/14/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: Files for Staff C, E and F were not maintained and have accessible all required items.	Director reviewed files to verify missing documentation. Staff were made aware and completed as needed. Director will do a monthly staff file check to ensure accuracy	2/3/2026	
2	251.05(2)(a)7. Staff Record - Continuing Education Description: Staff B did not have documentation of the yearly requirement of 15 hours of continuing education for 2025. There was only 6 hours of documented continuing education	Director reviewed to verify the missing continuing education hours. Director provided CEU opportunities to ensure staff completed required hours.	2/3/2026	

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3	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff C was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department. Repeat violation: Previously cited on 5/21/2025	Staff C had documented evidence of CPR training, but certificate not in the personnel file. Director printed a copy to store in file and will check files monthly to ensure upkeep.	1/27/2026
4	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: In the preschool room, knives were observed in a drawer that was accessible to children.	The potentially harmful materials were immediately removed and stored in a secured cabinet out of children's reach. Policy was reviewed with staff.	Removal as of 1/14 Policy Review 1/27
5	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff A, C, E and F regularly assigned child care teachers for infants and toddlers, did not have documentation of completion of a minimum of ten hours of training in infant and toddler care approved by the Department within six months after assuming the position.	Director verified staff who work with Infant/Toddlers that did not have proper training and moved to other classrooms until class completed. Registered for WI Registry class.	2/3/2026 Class end date 2/4/26

NAME - Agency Worker
Wendy Badzinski

Date Issued
1/20/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Hany Hovsing

2/2/26