Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
5/8/2026		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
Safe Haven Christian Academy	9000586899 / 003 - 2008697

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
7626 Ush 45 Three Lakes WI 545629070	262-989-9805	4/21/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff C did not have a staff file onsite. During the visit an incomplete staff record of personal information was received via email.	A complete staff file containing all required personal information for Staff C has been created and placed onsite at the center. All current employee files were reviewed to ensure required documentation is complete, organized, and readily accessible during future visits. Moving forward, all staff records will be maintained onsite and completed in compliance with DCF 251 timeline requirements. Administrative staff will complete monthly audits of personnel files to maintain ongoing compliance.	5/28/2026	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff C did not have a staff file onsite. During the visit an incomplete staff health report was received via email.	A completed staff health report for Staff C has been obtained and added to the onsite personnel file. All employee files were reviewed to confirm required health documentation is current and complete. Moving forward, all staff health reports and required personnel documents will be obtained and maintained in compliance with DCF 251 timeline requirements. Monthly file audits will be conducted to ensure continued compliance.	5/28/2026	

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3	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: The individual bags of breast milk in the refrigerator and freezer of the infant classroom were not labeled with the child's name.	The outer storage bag containing the breast milk was labeled with the child's name; however, the individual milk bags inside were not labeled. All individual bags have now been labeled appropriately. Staff were re-trained that each individual bottle, bag, or container of breast milk or food brought from home must be labeled with the child's full name, even when stored inside a larger labeled bag. A daily opening checklist has been implemented to verify all stored items are properly labeled. Ongoing monitoring will be completed by management.	4/21/2026	
4	251.09(3)(a)7. **Infant & Toddler - Leftover Milk Or Formula** Description: Bottles containing leftover formula or breast milk were placed back into the refrigerator for later use after being served.	Infant room staff were immediately re-trained on proper bottle handling procedures. Any leftover breast milk or formula remaining after a feeding will now be discarded according to licensing regulations and will not be returned to the refrigerator for later use. Written feeding procedures remain posted in the classroom and were reviewed with all applicable staff. Management will monitor compliance through regular classroom observations.	4/21/2026	

NAME - Agency Worker
Heather Struck

Date Issued
4/24/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Hayley Tonne

Date Signed
4/24/26