

Date Correction Plan Due 8/21/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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		Provider Number / Facility ID Number		
Victory Child Care And Preschool		0000591650 / 001 - 2006699		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
E3443 Apple Tree Ln Waupaca WI 549817801		715-258-9661	7/30/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Three children #6,7,8 were missing their first day of attendance. Child # 5 & 6 were missing their authorization to call and child #4 was missing their emergency contact. Child #1 did not have the parent acknowledgements checked off. Repeat violation: Previously cited on 5/20/2024	We will update forms with first date of attendance and other missing information by August 22nd, 2025	August 22, 2025	
2	251.04(6)(a)6m. Child Record - Immunization History Description: One child #5 did not have their immunization record in their file - see checklist. Repeat violation: Previously cited on 10/8/2024	We will contact parents to send updated information.	Aug. 22 2025	

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3	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Two children #5 & #7 did not have a current (once every 6 months) physical in their file. Repeat violation: Previously cited on 10/8/2024	We will contact family to request completed physical form.	Aug 22, 2025	
4	251.05(2)(a)3.a. Staff Record - Physical Examination Description: One staff member #D did not have a physical on file after 30 days of employment. Repeat violation: Previously cited on 2/25/2025, 5/20/2024	We will help staff member get an appointment and complete.	Sept. 30 2025	
5	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: One staff member #D did not have her educational qualifications in her file after 6 months of employment.	Certificates will be added to file.	Aug. 22 2025	
6	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: There was no thermometer in the freezer in the infant room.	We will be replacing fridge with stand up freezer and will ensure visible thermometer in place.	Aug. 22 2025	

Name - Certified Operator / Licensed Center Victory Child Care And Preschool		Provider Number / Facility ID Number 0000591650 / 001 - 2006699		
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints Description: The cook was not wearing a hat or hair net while preparing food on 7/30/25.	We will educate staff on proper kitchen etiquette and supply hats and hair nets.	Aug. 27 2025	
8	251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: There was one tube of aquaphore that had an expiration date of 2/2025 in the toddler room,	We will have family update med. and form	Aug. 14 2025	
9	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: The intakes in the infant and toddler rooms were not updated once every 3 months. There were 2 intakes in the one to two year old room that were not updated once every 3 months. Repeat violation: Previously cited on 2/25/2025, 10/8/2024, 5/20/2024	We will request families update forms.	Aug. 29 2025	

NAME - Agency Worker
Jill Kellner

Date Issued
8/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

8/14/2025