

Date Correction Plan Due 2/5/2025	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 The Salvation Army Child Learn Ctr		Provider Number / Facility ID Number 0000558560 / 003 - 1008832		
Address - Facility (Street, City, State, Zip Code) 1525 Appleton Rd Menasha WI 54952		Telephone Number 920-886-3648	Date - Regulation Visit 1/6/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Based on complaint investigation three staff members failed to sign into staff to child ratios on the morning of November 18, 2024 within the following classrooms Flowers, Bugs Life, and Tigers classroom.	A new tracking form has been implemented for morning tracking to ensure that all teachers are signed into the opening classrooms in the mornings	1/31/25	

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2 251.055(1)(f) Child Tracking Procedure Description: Based on a complaint investigation a two year old child was signed into the sea horse classroom when they were actually present within the flowers classroom from 7:03am-7:25am on November 18, 2024. This resulted in the attendance/tracking record for November 18, 2024 not being current and accurate for the flowers classroom. Licensing Specialist knew this as a result of viewing the video footage for November 18, 2024. Repeat violation: Previously cited on 1/2/2025	All children will be signed into the classrooms that they are dropped off in. Parents will be encouraged to drop children off in the correct classroom if there is any confusion about drop off	1/31/25	
3 251.055(2)(a) Group Size - Maximum Description: Based on a complaint investigation the flowers classroom was over maximum group size on November 18, 2024 with 9 children ages 5 months-1 year old from 7:43am-7:53am for a total of 8 minutes.	Two teachers have been hired on to staff since november. Admin has discussed & encouraged timeliness for all staff to ensure teachers are in classrooms on time		

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4	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: Based on a complaint investigation and during a document review of attendance records and video footage for November 18, 2024 within the Flowers classroom one staff member was alone with 7 children (5m-1yr) from 7:32 -7:34am. Then again with 8 children (6m-1yr) from 7:55-8:08am.</p> <p>The Lambs/Barnyard friends classroom one staff member was alone with six children (5m-1yr) from 7:50-8:01am</p> <p>The Bugs Life/Butterflies classroom one staff member was alone with 5 children (1yr) from 7:50- 8:30am</p> <p>The Bears/North Woods classroom one staff member was alone with 6 children (1yr) 7:59-8:23am</p>	<p>Two teachers have been hired to staff since November.</p> <p>Admin & HR have discussed & encouraged timeliness for all staff to ensure teachers are in classrooms on time.</p>		
5	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: Based on a complaint investigation and during a document review of attendance records and video footage for November 18, 2024 within the Tigers Classroom one staff member was alone with 12 children (3-5years) with a mixed ratio of 1.39 from 7:53-7:56am</p> <p>Within the seahorse classroom one staff member was alone with 6 children (2-3 years) with a mixed ratio total of 1.36 from 7:45-8am.</p> <p>On both occasions a second teacher was needed to maintain staff to child ratios.</p>	<p>Two teachers have been hired to staff since November.</p> <p>One teacher was assigned an earlier start time to ensure there are enough teachers when children arrive daily.</p>		

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NAME - Agency Worker
Cassandra Debauche

Date Issued
1/22/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Cassandra Debauche

1/22/25