

Date Correction Plan Due 11/10/2025	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 10/1/2025	
	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 record review on 9/16/25 staff members failed to sign in and out of the Tigers Classroom. The program failed to keep track of which staff were within staff to child ratios within the Tigers Classroom on 9/16/25. Repeat violation: Previously cited on 1/6/2025	<i>Staff will be given a reminder notice in writing that signing in and out of classrooms must be completed as they are entering and leaving classrooms. Director will review transition sheets daily to ensure teachers are signing in and out daily</i>	<i>Due 11/24/25</i>	

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2	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: The program self reported that on September 16, 2025, a child care worker failed to be within sight and sound of a 3 ½ -year-old child, who is new to the center, when the child opened the exterior Tigers classroom door and entered the classroom. The child goes between the Tiger Classroom and the hallway, then returns to the Tiger Classroom loft. A parent finds the child within the Tigers Classroom and returns the child to the Seahorse classroom next door. The seahorse teacher then returns the child outside to their teacher. The child was unsupervised for approximately four minutes.</p> <p>Repeat violation: Previously cited on 7/7/2025, 1/2/2025</p>	<p>Both of the child care teachers that were responsible for the care of the child received a warning related to supervision of the child. All staff members (child care teachers, kitchen staff & admin) will take a training focused on supervision to ensure they have the tools & knowledge to supervise the children in care effectively</p>	<p>11/6/25</p>

NAME - Agency Worker
Cassandra Debauche

Date Issued
10/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Cassandra Debauche

11/10/2025