

Date Correction Plan Due 8/25/2026	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 12/17/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)5. Child Record - Alternate Arrival / Release Agreement Description: Based on record review on 12/17/25 according to the Child Record Checklist Child 1 failed to have an alternate arrival release agreement on file. The child goes on the bus for 4k.	Form was filled out by Child's parent and placed in Child's file before the completion of '25-'26 school year. Child is no longer enrolled in our center.	6/1/2026	
2	251.05(2)(a)1. Staff Record - Personal Information Description: Based on record review on 12/17/25 according to the Staff Record Checklist Staff Member A failed to have a staff record form on file. Repeat violation: Previously cited on 6/14/2024	Staff member A now has the staff record on file.	8/21/26	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based on record review on 12/17/25 according to the Staff Record Checklist Staff Member C failed to have a health report on file. Repeat violation: Previously cited on 7/7/2025, 2/4/2025, 1/2/2025, 6/14/2024	Staff member C is working with her physician to complete her health report.	9/7/26	
4	251.05(2)(a)7. Staff Record - Continuing Education Description: Based on record review on 12/17/25 according to the Staff Record Checklist Staff Member C and Staff Member D failed to have 15 hours of continuing education for 2024. Staff Member C had 9 hours and Staff Member D had 14.5 hours of continuing education in 2024. Repeat violation: Previously cited on 7/7/2025	Staff members C & D have completed the required number of Continuing Education hours for 2025. These are documented in their staff files.	12/31/2025	
5	251.05(2)(a)8. Staff Record - Orientation Description: Based on record review on 12/17/25 according to the Staff Record Checklist Staff Member A failed to have orientation on file.	Staff member A now has the orientation form on file.	8/21/26	

NAME - Agency Worker
Cassandra Debauche

Date Issued
8/11/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

8/21/26