

Date Correction Plan Due 10/8/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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 Family Ties Child Care Center		Provider Number / Facility ID Number 0000564480 / 001 - 1000002		
Address - Facility (Street, City, State, Zip Code) 1710 E Washington St West Bend WI 530952620		Telephone Number 262-306-1995	Date - Regulation Visit 9/19/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)8.a. <b>Child Record - Physical Exam - Under 2</b>  Description: On 9/19/25, upon review there was a missing child health report for child #4 for children under 2 (once every 6 months).  Repeat violation: Previously cited on 11/17/2023	I will keep a better practice in place for when health reports are due	Sept 30 already sent in	
2	251.055(1)(a) <b>Supervision Of Children</b>  Description: On 9/19/25, child care workers left their assigned room to grab extra food from the kitchen leaving the children in the infant/toddler room unsupervised. That staff member did say there was no help for preparing food so this is common practice.	Classroom was reorganized so the teacher + children are in same room when in kitchen	Sept 29, 25	<b>RECEIVED</b> ERO - GREEN BAY

OCT 10 2025

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3 251.055(2)(L) <b>Staff-To-Child Ratios - Non-Classroom Duties</b>  Description: On 9/19/25, both staff were involved in the food preparation process while they were counted in the staff-to-child ratios. This caused children to be left unattended in both rooms for short periods of time.	We reorganized the room w/ the kitchen so children are in the same room when food is prepared	Sept 29, 25	
4 251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b>  Description: On 9/19/25, there was a kitchen knife in the preschool room accessible to children while lunch was being served.  Repeat violation: Previously cited on 11/17/2023	Kitchen knife will always be out of reach of children	Immediately	
5 251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: On 9/19/25, upon review the center's last documented drills were completed in July 2025.	Fire / Tornado drills will be practiced monthly	Sept 25	
6 251.09(1)(L) <b>Infant &amp; Toddler - Soft Materials In Cribs</b>  Description: On 9/19/25, upon observation there was a blanket in the pack and play of a child under 1 year old. There was a second child asleep in the swing with a light blanket wrapped around them.	Swaddling blankets will no longer be used	immediately	

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7	251.09(2)(bm) Infant & Toddler - Sleep Position  Description: On 9/19/25, there were 2 infants observed to be sleeping in swings. Staff stated that this is used for the short naps around lunchtime for the older children and typically is 15-20 minutes in length.	If a infant falls asleep in a swing they will be moved to their crib	immediately

NAME - Agency Worker  
Jessica Farah

Date Issued  
9/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Sarah A. Musser*

Date Signed

*Oct 7, 25*