

Date Correction Plan Due 8/27/2026	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 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 8/11/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(g)1. Certificate Of Insurance - Dates Of Coverage Description: The liability insurance certificate on file expired on 10/12/2025.	Sent this on Aug 12. before the time you requested	8-12-26	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Based on observation, on August 11, 2026, a staff member in the Preschool Room was not signed into the attendance.	Teacher forgot - it was a mistake all other days were signed in that	8-11-26	

RECEIVED

NERO - GREEN BAY

SEP 01 2026

**DEPT. OF CHILDREN
& FAMILIES**

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3	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Based on records review, staff members A and B did not have the required 15 hours of continuing education for the 2025 training year.	Staff will work on Con Ed.	Dec 31, 26	
4	251.055(1)(a) Supervision Of Children Description: Based on observation, on August 11, 2026, a staff member walked out of the preschool classroom several times to retrieve the children's cots from the hallway, leaving 6 children alone in the classroom. The same staff member also allowed a 5 year old child go to the bathroom alone, while trying to supervise the classroom, however, there was a wall in the hallway preventing the staff from properly supervising both. Repeat violation: Previously cited on 9/19/2025	Cots have been moved so this doesn't happen & change has been made to avoid a bathroom time w/o supervision	Aug 14, 26	
5	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: Based on observation, on August 11, 2026, the Preschool Room was out of ratio when a staff member left 6 children alone in the room while the staff member went into the hallway several times to retrieve cots. The total numerical weight value of the group was 1.12.	Cots have been moved	Aug 14, 26	

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6	251.06(10)(dm)1. Washrooms - Sanitary Conditions Description: Based on observation, the bathroom sink was dirty.	Sinks have been cleaned	8-25-26	
7	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: Based on observation, the sinks in the kitchen and in the infants room were dirty.	Sinks have been cleaned	8-25-26	
8	251.06(2)(i) Deteriorating Paint Description: In the Preschool Room, there were several spots of chipped paint on some of the walls within the children's reach. Repeat violation: Previously cited on 10/24/2024	Paint chips will be fixed	9-11-26	
9	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: The two emergency exits in the Infants, and in the Preschool Room were locked. The provider stated that the doors are kept locked to prevent the children from leaving room. The provider said they talked to the the fire department and were told that they will get back to them.	Still discussing the matter w/ the fire dept I will keep you posted.		

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10	251.06(9)(b)6. Dishwashing - Air Drying Description: There wasn't a rack or a basket to air-dry the dishes and utensils in the kitchen.	Drying rack was purchased	8-24-26	
11	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: In the preschool room, the disinfectant bottle used to disinfect the diapering table was being used also to sanitize the table used for the children to eat.	More bottles will be purchased to avoid this	9-5-26	
12	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: According to the date on the Medical Log Book in the Preschool Room. it was last reviewed on May 23, 2021. The requirement is to review it every 6 months.	Medical log book will be reviewed every 6 months	8-16 8-19-26	
13	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Based on records review, the intake forms for child # 3 and # 4 have not been updated the last 3 months. Also, one of the intake forms in the infants and toddlers room was missing the day when it was updated.	Make a reminder chart so it is done every 3 months. New ones have been completed already	8-20-26	

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14	251.09(3)(a)2m. Infant & Toddler - Correct Food, Breastmilk, Or Formula Description: In the Infants and Toddlers room, there was a baby bottle that was not labeled with the child's name and date.	Missed one bottle from being labeled All have been labeled daily	8-12-26
15	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: In the Infants and Toddlers Room, the diapering mat was dirty, worn and ripped.	Already purchased a new one	8-16-26

NAME - Agency Worker
Gloribel Tegen

Date Issued
8/13/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed