

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
7/10/2025

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)(f) 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, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center
St Luke's Child Life Ministries
Provider Number / Facility ID Number
1000560401 / 001 - 225055

Address - Facility (Street, City, State, Zip Code)
300 Carroll St Waukesha WI 53186

Telephone Number
262-622-6738

Date - Regulation Visit
6/2/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)1. Child Record - Enrollment Information Description: Documentation of completed authorized person and emergency contact information was not observed for several children.	Admin team corrected all forms w/ a "no" or "N/A" or "retired" where incomplete & talked w/ families about filling all spaces.	6/3/25	
2 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Center did not document days and hours worked and in which classroom when 3 teachers were signed into Busy Bees classroom, though 2 were present and one staff pre-signed out of a classroom but was working in ratio	All staff were reminded that they must sign in + out of the specific room they are in, & not pre-sign.	6/2/25	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>3 251.055(1)(f) Child Tracking Procedure</p> <p>Description: Center failed to adhere to their child tracking procedure when 15 children were present in Caterpillars/Dragonfly's classroom but 13 were signed in on the tracking sheet.</p>	<p>All children were correctly signed in on Procare app, but not on our back-up paper sheet. We will be removing the extra paper-sign in to limit mistakes</p>	8/1/25	
<p>4 251.07(6)(i)2. Adult Handwashing</p> <p>Description: A staff person failed to wash their hands after diapering a child in the Doodles classroom.</p>	<p>All staff are re-trained on hand-washing procedures? Staff member was talked to in the</p>	6/16/25	moment as well.

NAME - Agency Worker

Tisha Harrell, Rhonda Brueggemann

Date Issued

6/26/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Rhonda Brueggemann

Date Signed

6/27/25