

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

TO FILE A COMPLAINT CALL  
920-785-7811

Date Correction Plan Due  
3/7/2024

**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  
Northern Door Children's Center  
Provider Number / Facility ID Number  
2000580542 / 001 - 1002104

Address - Facility (Street, City, State, Zip Code)  
10520 Judith Blazer Dr Sister Bay WI 542349021  
Telephone Number  
920-854-4244  
Date - Regulation Visit  
2/13/2024

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)6m. Child Record - Immunization History	Description: One of eight children's records reviewed did not have documentation of the child's immunization history.	Immunization Record was located and placed in child's file	2/27/24	
2 251.04(6)(a)8.a. Child Record - Physical Exam - Under 2	Description: One of eight children's records reviewed did not have documentation of a follow-up physical examination at least once every 6 months.	Child's follow-up physical is scheduled for 3/1/24. Documentation will be placed in file after appt.	3/2/24	

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2/13/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5  Description: Two of eight children's records reviewed did not have documentation of a follow-up physical examination at least once every 2 years.	One child's documentation of a current physical in file.  Second child has a physical scheduled for 3/12/24. Documentation will be placed in file after appt.	3/13/24	
4 251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces - Children Under 1  Description: During the 02/13/2024 visit, the Licensing Specialist observed a six-month-old child sleeping in a swing. The child care worker in the room confirmed that the child regularly sleeps in the swing.	Infant Room teachers have been re-educated by Education Coordinator to place all sleeping infants in cribs. She is assisting in strategies to accomplish this.	2/29/24	
5 251.09(1)(c) Infant & Toddler - Documenting Changes In Development  Description: In the Moon 1 room, 9 of 9 Intake for Child Under 2 Years forms were not available for review to verify that child care workers were documenting changes in a child's development and routines every three months based on discussion with the parent. A child care worker in the room stated that they took the forms home to review and left them there.  In the Moon 2 room, 2 of 2 Intake for Child Under 2 Years forms were not updated.	Moon 1: 3/9 are over 2 yrs. old. Forms not required. 6/9 are current, with 4/9 needing updates by end of March. In process now.  Moon 2: Upon review both of these children were 2yrs old. Just had birthdays. Updates not required.	2/27/24	

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Expected Completion Date

Verification Date

NAME - Agency Worker  
Ethn Taylor

Date Issued  
2/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed



2/27/24