

Date Correction Plan Due 5/22/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN
TO FILE A COMPLAINT CALL 920-785-7811	

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 2000560542 / 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 3/2/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(3)(a) Report - Incident Or Accident</p> <p>Description: The center failed to report an incident or accident to the department within 24 hours. On February 18, 2026, an eight-month-old child received a professional medical evaluation after an injury received while in the care of the center. The department was notified on February 24, 2026.</p>	<p>A revised incident reporting policy has been adopted and implemented. The updated policy clearly reiterates that all incidents must be reported to the department within 24 hours of the center becoming aware of the incident. Reports will be made via fax, email, or telephone to meet the 24 hr requirement vs. req. may i</p>	<p>Adopted and implemented 4/20/26</p>	
2	<p>251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication</p> <p>Description: Based on a self-report investigation it was determined on February 18, 2025 a parent failed to be notified immediately when their child received a head injury. The incident occurred at 11:45am and the parents were not notified until 12:45pm.</p>	<p>All administrative staff and teaching staff have reviewed the timeline of the incident and have identified breakdowns in communication that caused the delay in notification. Administrative staff has been retrained on the need for "immediate" notification of parents.</p>	<p>5/12/26</p>	

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3	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Based on record review on 3/2/26 according to the Staff Record Checklist Staff Member A failed to have Abusive Head Trauma prior to working with children.</p>	<p>Staff Member A viewed Preventing Shaken Baby Syndrome on 5/16/26 and completed DCF's Abusive Head Trauma Prevention training on 3/19/26.</p>	3/19/26
4	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Based on record review on 3/2/26 according to the Staff Record Checklist Staff Member A failed to have CPR on file. Staff Member started 9/1/25.</p>	<p>Staff member A has CPR on file.</p>	3/19/26
5	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Based on record review on 3/2/26 according to the Staff Record Checklist Staff Member A failed to have Biennial Child Abuse and Neglect training on file.</p> <p>Repeat violation: Previously cited on 10/3/2025</p>	<p>Staff member A has Biennial Child Abuse and Neglect training on file</p>	3/15/26

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6	<p>251.07(3)(a)5. Indoor Equipment - Intended Use</p> <p>Description: A donated high chair was not safe, nor was it used in accordance with manufacturer's instructions and recommendations when it was used without safety straps.</p>	<p>A new policy was drafted and adopted regarding the acceptance of and use of donated equipment and materials. No used car seats, cribs, high chairs or other infant equipment will be accepted. All staff were re-trained on requirements for safety straps on 2/19/26.</p>	<p>Adopted + implemented 4/20/26 + 2/19/26</p>	
7	<p>251.07(6)(dm)3.d. Medical Log - Medical Evaluation</p> <p>Description: The center failed to document within the medical log book an incident or accident that occurred on 2/18/26 when an infant child sought medical attention and the results of that professional medical evaluation.</p>	<p>The incident was logged in the medical log on 2/18/26. The results of the professional medical evaluation were not added until 3/2/26. Additional notes were added on 5/12/26.</p>	<p>2/18/26 + 3/2/26 + 5/12/26</p>	
8	<p>251.09(3)(a)11. Infant & Toddler - Care During Feeding</p> <p>Description: On February 18, 2026, a child care worker failed to place an infant child in a high chair with safety straps during feeding. The eight-month-old child fell out of the high chair and hit the floor.</p>	<p>All teaching staff were re-trained on Requirements for Safety Straps on 2/19/26. In addition on a weekly classroom "Play Arr." Safety checklist has been implemented and is reviewed weekly by the Classroom Education Director</p>	<p>2/19/26 + 4/20/26</p>	

Date Issued
5/8/2026

Date Signed
5/12/26

NAME - Agency Worker
Cassandra Debauche

SIGNATURE - Certified Operator or Designee / Licensee or Designer
Cindy Habner