

Date Correction Plan Due 5/22/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 St Marks Lutheran Preschool		Provider Number / Facility ID Number 3000572963 / 001 - 620149		
Address - Facility (Street, City, State, Zip Code) 600 Stevens Dr Wausau WI 544012977		Telephone Number 715-848-5511	Date - Regulation Visit 5/5/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: Staff B, Staff G, and Staff I did not have a staff record form or information on file.	Staff C has completed form. Staff G will complete form. Staff I will complete form.	5/20/2026 6/15/2026 8/1/2026	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff I and Staff J did not have a health report on file.	Staff I will complete form. Staff J will complete form.	8/1/2026 6/15/2026	

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600 Stevens Dr Wausau WI 544012977		715-848-5511	5/5/2026	
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3	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff D did not have a Registry Certificate or information in her file indicating she is Teacher qualified.	Staff D will show proof of Registry Certificate.	6/15/2026	
4	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff C and Staff D did not have documentation on file indicating they completed abuse head trauma training.	Staff C and D will show proof of AHT training.	6/15/2026	
5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff C did not have an updated CPR certificate on file.	Staff C will show proof of CPR Certification.	6/15/2026	
6	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A, Staff G, Staff I and Staff J did not have an current child abuse and neglect training certificate on file.	Staff A completed CAN training. Staff G and J will complete CAN training. Staff I will complete CAN training.	5/17/2026 6/15/2026 8/1/2026	

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7 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff I and Staff J did not have completed staff orientation documentation on file.	Staff I will show proof of staff orientation. Staff J will show proof of staff orientation.	8/1/2026 6/15/2026	
8 251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Staff C did not have documentation on file that 15 hours of continuing education was completed in 2025.	Staff C will show proof of 15 hours of continuing education in 2025.	6/15/2026	
9 251.07(6)(dm)3.b. Medical Log - Injury In Care Description: Per review, a medical log book did not times documented of when injuries/incidents occurred.	All staff members were reminded to document times when adding entries in log books.	Completed on 5/6/2026	
10 251.07(6)(f)6. Current Authorizations For Medications On Premises Description: Per observation, Child 1 on the Child ID Key had an expired Epi-Pen at the center. The Epi-Pen expired in 11-2024.	Current Epi-Pen was brought to school on 5/6/2026.	5/6/2026	

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NAME - Agency Worker
Bonnie Davis

Date Issued
5/8/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Cathy Page

Date Signed

5-21-2026