

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
4/14/2026

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 202.066, 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. 48.667. 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		Provider Number / Facility ID Number	
Apple Ridge Academy		3000585353 / 003 - 2005693	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
3250 S 166Th St New Berlin WI 531514141		262-797-9883	3/19/2026
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Child 1 does not have documentation of a follow-up health examination at least once every 2 years as required. The most recent health examination for Child 1 was on 01/08/24.	Parents were notified immediately, and asked to provide an updated copy in order for their child to continue to attend.	By 4/10/26	
2 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: In the Jr. Preschool room, staff in the classroom on 03/17/25 and 03/18/25 are not signed out of the classroom on those dates.	Teachers were reminded to complete the sign-in/sign-out, and an email was sent to all staff as well.	3/19/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Apple Ridge Academy		3000585353 / 003 - 2005693	
Address - Facility (Street, City, State, Zip Code)		Date - Regulation Visit	
3250 S. 166Th St New Berlin WI 531514141		3/19/2026	
		Telephone Number	Expected Completion Date
		262-797-9883	3/29/26
		Correction Plan	Verification Date
3	<p>Rule/Statute Number Noncompliance Statement</p> <p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A and Staff E do not have documentation of a current biennial child abuse & neglect training. The most recent biennial child abuse & neglect training for Staff A was taken on 03/11/24. The most recent biennial child abuse & neglect training for Staff E was taken on 08/03/22.</p> <p>Repeat violation: Previously cited on 4/8/2025</p>	<p>Teachers were reminded to complete the training, in order to remain on the schedule. They completed it on 3/29/26</p>	
4	<p>251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Staff E, identified as a meal preparation staff, and observed preparing lunch during the visit, does not have documentation of at least 4 hours of training in kitchen sanitation, food handling, and nutrition prior to beginning work.</p>	<p>Teacher had already taken this training, but did not have the certificate at work. She had been signed up to take it again on 3/26, and is currently working on completing it. She will bring in the certificate as soon as she receives it, and we will keep it in her file.</p>	4/17/26
5	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: Several plastic shopping bags were observed balled up on the floor of the Jr. Preschool room accessible to children in that classroom. These plastic shopping bags are a potential suffocation hazard.</p>	<p>Plastic bags were removed immediately and teachers were reminded to always place them out of reach of children.</p>	3/19/26

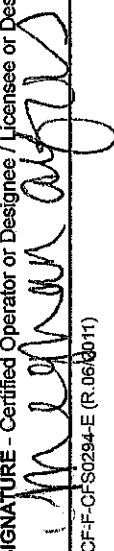
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Apple Ridge Academy		3000585353 / 003 - 2005693		
Address - Facility (Street, City, State, Zip Code)		Date - Regulation Visit		
3250 S 166Th St New Berlin WI 531514141		3/19/2026		
Telephone Number		Expected Completion Date		
262-797-9883		4/13/26		
Rule/Statute Number		Correction Plan		
Noncompliance Statement		Verification Date		
6	<p>251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: In the hallway there were ceiling tiles that were observed to have brown stains.</p>	<p>Our maintenance man was alerted right away and will be replacing all tiles with watermarks.</p>	4/13/26	
7	<p>251.06(9)(a)5. Kitchen - Single-Service Utensils Description: Single service utensils (spoons) were observed in the Jr. Preschool room not covered.</p>	<p>Teachers were reminded to keep the utensils in the drawer at all times. The spoons were immediately placed in the drawer.</p>	3/19/26	
8	<p>251.07(6)(dm)1. Medical Log Book Description: The medical log book in 4K classroom is not numbered after page 100.</p>	<p>The med log book was completed immediately, and the team was reminded to ensure all pages are numbered and in good condition at all times.</p>	3/19/26	
9	<p>251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: A 3 year old child in the Jr preschool room came in with a scratch above their right eye. This was not documented in the medical log book.</p>	<p>All staff was notified that they should document any marks on children each day. Teachers have now been documenting these things daily.</p>	3/19/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Apple Ridge Academy		3000585353 / 003 - 2005693	
Address - Facility (Street, City, State, Zip Code)		Date - Regulation Visit	
3250 S 166Th St New Berlin WI 531514141		3/19/2026	
Telephone Number		Expected Completion Date	
262-797-9883		3/19/26	
Rule/Statute Number		Correction Plan	
Noncompliance Statement		Verification Date	
10	<p>251.07(6)(f)1. a. Medication Administration - Parent Authorization Description: In the Jr. Preschool room, the medication authorization for Acetaminophen for a child has no start or end date of the authorization. There is no medication administration instructions, or medication interval instructions on the medication authorization.</p>	<p>The parents were asked for a doctor's note to confirm that the medication should stay here at all times to prevent febrile seizures. The medication authorization form was updated to include start and end dates.</p>	
11	<p>251.07(6)(f)3. Medication - Storage Description: Prescription Hydrocortisone ointment in the Preschool 2 room was being stored in the child's cubby.</p>	<p>Teachers were reminded to check cubbies after drop-off each day. Parents of the child who had the cream were instructed to give those types of ointments to the office going forward, and to notify the teachers as well.</p>	3/19/26
12	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises Description: In the 4K classroom, liquid Zyrtec expired 12/2025. An EpiPen for same child expired 11/25/25. Parent authorizations ended on same dates on the medication authorization forms.</p>	<p>The teachers were reminded to check expiration dates for paperwork and medications every month. The parent brought in a new bottle of Zyrtec and a new EpiPen, and completed new paperwork for both.</p>	3/20/26

Date Issued
3/30/2026

Date Signed
4/10/26

NAME - Agency Worker
Daniel Noel, Kristin Lange

SIGNATURE - Certified Operator or Designee / Licensee or Designee

 DCF-F-CF-S0294-E (R.06/0011)