Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/26/2026		

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 202.065, 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	Provider Number / Facility ID Number
Berry Branch-Extra Mile Child Care	2000560952 / 006 - 2003490

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
300 Salem Dr Plymouth WI 530732050	920-892-6922	7/27/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. **Child Record - Health History** Description: Of 7 Children's Records reviewed 1 failed to have documentation of a completed Health History. Repeat violation: Previously cited on 10/23/2024	Collection of updated Health History will be added to the file of child #3.	9/1/26	
2	251.04(6)(a)6m. **Child Record - Immunization History** Description: Of 7 Children's Records reviewed 1 failed to have documentation of Immunizations. Repeat violation: Previously cited on 7/29/2025, 10/23/2024	Collection of updated Immunization Records will be added to the file of child #4.	9/1/26	

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3	251.05(2)(a)2. **Staff Record - Completed Background Check** Description: Of 3 Staff Records reviewed 1 was missing documentation of a completed Background Check. Repeat violation: Previously cited on 5/21/2026	All staff will complete Fingerprint Based Background Checks and be added to the Child Care Portal.	9/30/26	
4	251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: Of 3 Staff Records reviewed 1 was missing documentation of a CPR training.	CPR/AED and First Aide Training is offered through Plymouth Joint School District and documention has been kept by the school district's nurse but all staff will print cetificate of completion and put it on file in the center.	3/31/27	
5	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Of 3 Staff Records reviewed 1 was missing documentation of a Biennial CAN training. Repeat violation: Previously cited on 7/29/2025	Child Abuse and Neglect Training is offered through Plymouth Joint School District through DPI and KnowBe4. Staff will print documentation of completion and put it on file in the center.	9/30/26	
6	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: There was no documentation of monthly fire and tornado drill practices for the month of June- staff stated the practice sheet was kept in the school secretary's office and the drills were not practiced during the summer.	Documentation of fire and tornado evacuation drills are kept by building secretary from September through May. Documentation of fire and tornado evacuation drills will be kept by childcare center from June-August.	9/1/26	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
7	251.07(6)(f)1.b. **Medication Administration - Containers & Labeling** Description: A medication-Epi pen- failed to contain a prescription label, the medication box and label with name and the directions to administer were not available.	Epi-pen for this student will have prescription label and the medication box will be labeled with the student's name and directions to administer.	9/1/26	

NAME - Agency Worker
Ruth Sprangers

Date Issued
8/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Karyn K. Haun

Karyn K. Haun

Date Signed
8/24/26