

<b>Date Correction Plan Due</b> 3/28/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 262-446-7800
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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.

<b>Name - Certified Operator / Licensed Center</b> Carpenters Shop Christian Day Care		<b>Provider Number / Facility ID Number</b> 2000563552 / 001 - 220752	
<b>Address - Facility (Street, City, State, Zip Code)</b> 819 E Silver Spring Dr Whitefish Bay WI 53217		<b>Telephone Number</b> 414-431-0306	<b>Date - Regulation Visit</b> 3/28/2025
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b> <b>Verification Date</b>
1	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: Enrollment information was incomplete for Child #2, Child #3, and Child #5.  Repeat violation: Previously cited on 3/6/2024	<i>Parents were asked to update and correct missing info on enrollment form</i>	4/4/25
2	251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b>  Description: A certificate from the Wisconsin Registry documenting that the person has met the educational qualifications for the position was not on file for Staff A.  Repeat violation: Previously cited on 3/6/2024	<i>Spoke with Teacher A - had her update &amp; submit her registry</i>	4/1/25

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3	<p>251.05(2)(a)7.  <b>Staff Record - Continuing Education</b></p> <p>Description: Documentation of the required 15 hours of continuing education was not on file for Staff A, Staff B, and Staff C.</p> <p>Repeat violation: Previously cited on 6/6/2023</p>	<p>Staff B, Staff C - Director found 2024 CE form.  Staff B - 19hr  Staff C - 11hr  Staff A - was talked to about CE</p>	4/8/25	
4	<p>251.05(3)(cm)  <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Training on child abuse and neglect reporting requirements, completed at least once every 2 years, was not on file for Staff A.</p> <p>Repeat violation: Previously cited on 3/6/2024, 6/6/2023</p>	<p>Staff A has been asked to complete CAN by May 1, 2025</p>	May 1, '25	
5	<p>251.06(3)(b)4.  <b>Emergencies - Record Of Fire / Tornado Drills</b></p> <p>Description: Documentation of the fire drills were not on file.</p>	<p>Updated fire drill form and conducted April drill on 4/17/25</p>	4/17/25	
6	<p>251.07(6)(dm)2.  <b>Medical Log - Pages &amp; Entries</b></p> <p>Description: Entries were observed in the Busy Bee's medical log book without a signature or initials.</p> <p>Repeat violation: Previously cited on 6/6/2023</p>	<p>Director talked with classroom teachers reminding them of all information needed in log</p>	4/2/25	

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7	<p>251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b></p> <p>Description: The medical log book in the Goldfish room was not reviewed within the last 6 month. The last review was conducted in August, 2024.</p> <p>Repeat violation: Previously cited on 1/31/2024, 6/6/2023</p>	<p>Director reviewed and signed off on Goldfish Medical log book</p>	3/28/25	
8	<p>251.09(1)(b) <b>Infant &amp; Toddler - Location &amp; Sharing Intake Information</b></p> <p>Description: Toddler's were moved to a different room, however the intake information was not in the room with the toddlers.</p>	<p>Director spoke with all teachers reminding them to take each child's intake form with them if move rooms</p>	4/4/25	
9	<p>251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b></p> <p>Description: Documented changes in a child's development and routine was not updated for a child's form that was reviewed.</p> <p>Repeat violation: Previously cited on 1/31/2024, 6/6/2023</p>	<p>Director spoke with teachers and a schedule was made to help remind when parents need to sign &amp; update intake</p>	4/8/25	

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10 251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Food and formula brought from home should be labeled with the child's name, dated, and refrigerated, if required. Bottles and sippy cups were observed in the refrigerator without a label.  Repeat violation: Previously cited on 6/6/2023	Director messaged families to enforce labeling all items from home. Provided tape and Sharpie to each classroom + parents for staff.	4/4/25	
11 251.09(4)(b) <b>Infant &amp; Toddler - Sinks In Self-Contained Area</b>  Description: The hand-washing sink in the Goldfish room was being used to wash/rinse bibs and not exclusively for hand-washing. Bottles were being dumped and washed in the hand-washing sink in the Teddy Bear Room.  Repeat violation: Previously cited on 1/31/2024	Wash tubs are provided to both classes to transport bibs and bottles to kitchen for rinsing.	4/8/25	

NAME - Agency Worker  
Crescenta Sabree, Rhonda Brueggemann

Date Issued  
3/28/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Monica Rossell*

Date Signed

4/28/25