

Date Correction Plan Due 10/10/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 Encompass Carol B Bush Center		Provider Number / Facility ID Number 3000559973 / 007 - 420467	
Address - Facility (Street, City, State, Zip Code) 500 Pine St Green Bay WI 543015140		Telephone Number 920-436-7557	Date - Regulation Visit 9/3/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: On August 28, 2025, a child care worker left a 4.5-year-old child unsupervised in the 4k room for approximately 5 minutes.</p>	<p>① The employee has received a corrective action plan stating that this issue must be corrected immediately or further action will be taken. During the corrective action meeting, we reviewed all relevant policies and expectations. Strategies to prevent re-occurrence were discussed → continued emphasis</p>	9/2/25	
2	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: On August 28, 2025, a child care worker failed to implement the center's child tracking procedure of using name to face attendance when transitioning from one location to another resulting in a 4.5-year-old child being left unsupervised in the 4k classroom for approximately 5 minutes.</p>	<p>② The Director has reviewed the policy with the employee, and additional training has been provided for all staff on name-to-face procedures and the importance of proper supervision. We also discussed appropriate responses when supervising a child alone and another parent requests assistance.</p>	9/5/25	

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Rule/Statute Number Noncompliance Statement	Correction Plan including maintaining consistent communication with co-teachers from the playground to the classroom and what to do if we are approached by another family with questions or requests.	Expected Completion Date	Verification Date

NAME - Agency Worker
 Jessica Farah

Date Issued
 9/26/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
 10/2/25

Justin Buonch