

Date Correction Plan Due	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 - Ruth Helf Center		Provider Number / Facility ID Number 3000559973 / 010 - 1002165		
Address - Facility (Street, City, State, Zip Code) 2787 W Mason St Green Bay WI 543034965		Telephone Number 920-405-9083	Date - Regulation Visit 2/25/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.d. Parent Notification - Child's Whereabouts Unknown Description: Child care workers did not immediately notify parents of a child's whereabouts being unknown when on February 18, 2026, a four-year-old child was left unsupervised in a classroom while the rest of the class went outside. The parent was not notified until pick-up on February 19, 2026.	Child care workers will notify center director and family members immediately. At staff meeting, Encompass supervision policies & DCF regulations were reviewed and discussed.	3/18/2026	

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2	251.055(1)(a) Supervision Of Children Description: The center self reported that on February 18, 2026, a child care worker failed to supervise a four-year-old child when the child was left in a classroom while the rest of the class went outside. The child was found by another child care worker, approximately 16 minutes later, who returned to the room to retrieve their belongings before going home for the day.	The child care worker who failed to supervise the child is no longer employed by Encompass. At staff meeting, Encompass & DCF regulations regarding child supervision were reviewed and discussed. This included Encompass' procedures for correct steps for the completion of the classroom ratio and tracking forms	3/18/2026
3	251.055(1)(f) Child Tracking Procedure Description: On February 18, 2026, a child care worker failed to adhere to the center's tracking procedure of checking off children when lining up in the room and when lining up in the hallway before going outside resulting in a four-year-old child's whereabouts being unknown to the assigned worker. The worker responsible for the child had the child checked as being in line both in the classroom and in the hallway. The worker was not aware that the child was missing until another worker brought the child outside to join the group.	The child care worker who failed to supervise the child is no longer employed by Encompass.	2/19/2026

NAME - Agency Worker
Erin Taylor

Date Issued

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Diane DuChateau

Date Signed

3/27/2026