DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/2/2026		920-785-7811

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
Encompass Rosebush Center		3000559973 / 004 - 420651
Address - Facility (Street, City, State, Zip Code) 1275 University Ave Green Bay WI 543021417	**Telephone Number** 920-436-7549	**Date - Regulation Visit** 9/2/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.07(6)(dm)3.b. **Medical Log - Injury In Care** Description: Based on a self report and record review on 9/2/26 an injury to the leg/knee of a nine month old child occurred while in care on 8/28/26 and the injury failed to be documented within the medical log book.	Follow up with staff on why injury was not put in Medical Log and make sure it is not put in. Retrain staff on proper procedure for putting injuries into the medical log.	9/2/26 9/16/26	

NAME - Agency Worker
Cassandra Debauche

Date Issued
10/19/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Kaley B

Date Signed
10/19/26