

Date Correction Plan Due 3/10/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-361-7700
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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 Key To Life Christian Childcare		Provider Number / Facility ID Number 6000582226 / 001 - 1011649		
Address - Facility (Street, City, State, Zip Code) 3915 Sandy Ln Weston WI 544761667		Telephone Number 715-359-5451	Date - Regulation Visit 1/31/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.b. Department Notices Posted Description: The Notice of Forfeiture Assessment and Appeal Process issued on 10/17/24 was not posted next to the child care license.	<i>Posted as soon as it arrived</i>	<i>March 2025</i>	
2	251.04(4)(a)2.c. Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication Description: Per staff interview and record review, several head injuries were documented and parents were not immediately notified of the injury.	<i>Staff retrained and signed up for coursework on WI Registry</i>	<i>April 2025</i>	

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3	251.055(1)(a) Supervision Of Children Description: A self-reported incident occurred on 02/06/25, when a child in the Preschool Classroom was not within sight and sound supervision as they entered the bathroom and had an accident without staff knowledge. The automatic lights had turned off and the child was left sitting in the dark bathroom. The child called for help and was found by staff in the adjoining classroom approximately 10 minutes after they entered the bathroom. Repeat violation: Previously cited on 10/7/2024, 11/21/2023	All staff signed up for supervision training through WI Registry website. Retrained in March Staff Mtg	May 2025	
4	251.055(1)(f) Child Tracking Procedure Description: A self-reported incident occurred on 02/06/25, when staff in the Preschool Classroom did not adhere to the center's procedures to ensure the number, names, and whereabouts of children in care at all times when a child entered the bathroom and had an accident without staff knowledge. The child called for help and was found by staff in the adjoining classroom. Repeat violation: Previously cited on 10/7/2024, 11/21/2023	Retrained March Staff Mtg. / Using Pro Care Spot Checking App / Signed up for Training through WI Registry	May 2025	
5	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: Exits in the Toddler 1, Toddler 2, Infant 2, and 4K Classrooms were obstructed by furniture or other objects.	All exits cleared Staff retrained March Staff Mtg	April 2025	

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6 251.06(9)(d)2.a. Food Storage - Dry Food Description: The Infant 1 and Infant 2 shared pantry room contained food items in zip locked bags that were not labeled with contents.	All food cleared from pantry. Food items now labeled and dated	March 2025	
7 251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: Tables in the Toddler 2 Classroom were not cleaned and sanitized prior to serving lunch.	March Staff Mtg all staff retrained on 2 step cleaning process	March 2025	
8 251.07(6)(dm)3.c Medical Log - Medication Administration Description: Per staff interview, medication in the Preschool Classroom was administered to a child on multiple occasions and was not documented in the medical log book.	Staff will be retrained on Medication policies	April 2025	
9 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: In the 4K Classroom the parent authorization was not on file for one medication and one parent authorization did not contain authorization dates. Repeat violation: Previously cited on 7/19/2024, 2/27/2024, 9/8/2023	New Policy reviewed Staff retrained	April 2025	

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Telephone Number

715-359-5451

Date - Regulation Visit

1/31/2025

Rule/Statute Number
Noncompliance Statement

Correction Plan

Expected
Completion Date

Verification
Date

NAME - Agency Worker

Heather Struck, Bonnie Davis

Date Issued

2/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Joy Young

Date Signed

3/3/25