

Date Correction Plan Due 10/9/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Pilgrim Lutheran Preschool And Cc		Provider Number / Facility ID Number 0000584440 / 001 - 1014044		
Address - Facility (Street, City, State, Zip Code) W156 N5429 Bette Dr Menomonee Falls WI 53051		Telephone Number 262-781-8305	Date - Regulation Visit 9/22/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(f) Child Tracking Procedure Description: The procedure that was being used for tracking failed when the school age children were not signed out when they left the program.	Children are written out at 7:45. It just hadn't been done yet that day.	9/22/2025 	
2	251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: There was not the required 9 inches of energy absorbing material such as mulch, underneath slides and play equipment that was higher than four feet.	Rubber mats have been purchased and placed under the slides. Mulch has been raked under 4ft drop areas. We will create a more permanent solution in spring/summer	Spring/Summer 2026 	

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3	251.07(6)(dm)2. Medical Log - Pages & Entries Description: The medical log book for the facility had skipped lines and the staff didn't sign the entries.	Scribbled out extra space. Will not leave space moving forward.	9/22/2025	
4	251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: There was a child that had a band-aid on his head and other marks on his face that wasn't entered into the medical log book.	Entered in the log book. We knew why the Band-aid was there.	9/22/2025	
5	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book wasn't reviewed in the last 6 months.	It was reviewed, but not dated. Will review and date every 6 mo. Jan/July.	9/22/2025	

NAME - Agency Worker
Rhonda Brueggemann, Tiisha Harrell

Date Issued
9/25/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed