

Date Correction Plan Due 10/13/2025	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		Provider Number / Facility ID Number	
Bridges Child Enrichment Center		9000559709 / 001 - 420071	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
313 S State St Appleton WI 549115929		920-739-3840	9/9/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.04(3)(h) Report - Change In Room Usage Description: The program failed to notify the department of a change in room usage for the Poplar room. The room has been split into two rooms. On one side of the room had a mixed age group of 5 children which include children under the age of 2 years and the other side had 10 children who were over the age of 2 years.	We incorrectly assumed that since this usage had previously been approved in the past we did not need to notify the Dept. again. The room has been opened up into one space and we have submitted a	10/6/25
2	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Based on record review on 9/9/25 according to the Staff Record Checklist Staff Member D failed to have biennial child abuse and neglect on file.	The staff member has completed CAN training and the updated certificate placed in her employee file.	10/3/25

1) a request to serve children
18 months and up in the Poplar
Room. We will insure appropriate
group size and staffing is maintained
using the staff to child ratio worksheet.

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3 251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: Based on observation the wood chips on the preschool playground failed to meet the minimum requirements of 9 inches. The wood chips measured 6-8 inches.	we had a volunteer group scheduled to help with the playground on 10/4/25. 40 yards of wood chips were added to ensure a min. depth of 9 inches throughout the space.	10/4/25	
4 251.07(4)(d) Naps Or Rest Periods - Individual Bedding Description: Based on observation on 9/9/25 two children failed to have blankets at nap time.	A staff member had removed two blankets from cots temporarily because the children were being unsafe. She failed to explain the	9/16/25	
5 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Based on record review on 9/9/25 within the Poplar Room medication was on the premise without a parent authorization form.	Medication authorization forms have been completed for all medications in the classroom. Staff were	9/16/25	
6 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Based on record review on 9/9/25 within the Infant Classroom the 5 out of 8 intakes failed to be updated within 3 months.	Updated intakes had recently been completed by parents, but new forms were accidentally placed in children's files and the staff member was unaware of their location.	9/16/25	

4) situation to her co-worker when she went on break. All staff were reminded of the bedding requirements for nap and instructed to return items as soon as it is safe to do so.

5) reminded to send home all medication immediately after the authorization expires and to check forms for accuracy.

6) Staff were instructed to move the updated intakes to the folder on the wall where they are readily accessible and discard/shred all old intake forms to avoid confusion.

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NAME - Agency Worker
Cassandra Debauche

Date Issued
9/29/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Nicole Desten

10/6/25

Nicole Desten, Director