

Date Correction Plan Due 11/10/2025	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		
Hope Lutheran Church Preschool		9000574679 / 001 - 420290		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
260 Vincent St Fond Du Lac WI 54935		920-922-5130	10/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(g)1.a. Insurance - General Liability Description: The center's general liability insurance was expired. Repeat violation: Previously cited on 10/31/2023	<i>Obtained copy 10-28-2025</i>		
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Based on records review, staff members A did not have a physical examination on file. Repeat violation: Previously cited on 10/16/2024	<i>Appointment on 10-29-25 Paperwork attached</i>		

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3	251.05(2)(a)8. Staff Record - Orientation Description: Staff members A and B did not have documentation of compliance with the orientation requirements.	Copy of Documentation Attached		
4	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Based on records review, staff member B did not have the required Abusive Head Trauma Prevention Training information on file. Repeat violation: Previously cited on 10/31/2023	Finished training on Will be documented on Registry when documents are reviewed.		
5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based on records review, staff member B did not have the required CPR training certificate on file. Repeat violation: Previously cited on 10/31/2023	CPR training completed on 10-17-25		
6	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Based on records review, staff member B did not have the biennial Child Abuse and Neglect Prevention training on file. Repeat violation: Previously cited on 10/16/2024, 10/31/2023	Finished training on Will be documented on Registry when documents are reviewed.		

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7	251.05(3)(e)3.c. Center Director / Small Center - Entry-Level Experience Description: Staff member A did not have the minimum required 240 hours of experience for the position held.	Entered hours onto Registry website. Will submit by 11-7-25	11-7-25	
8	251.06(11)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: The slide's fall zone mulch was less than 9 inches deep. Repeat violation: Previously cited on 10/16/2024	Woodchips have been delivered and will be spread by 11-14-25	11-14-25	
9	251.06(2)(f) Telephones & Emergency Phone Numbers Description: The center did not the emergency numbers posted in the 3 year olds' room.	Numbers were posted 10-14-2025		
10	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: There was a large section of the fence by the pine trees that was not security fastened.	Fence sections were Secured 10-23-2025		

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11 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: The center did not have records of having conducted the monthly tornado and fire drills as required. Repeat violation: Previously cited on 10/16/2024	Fire Alarm / Tornado Drill Documentation Attached		
12 251.06(4)(j)2. Fire Alarms & Smoke Detectors - Testing Description: The center did not have records showing that the smoke alarms were tested monthly. Repeat violation: Previously cited on 10/16/2024	Fire alarms were tested on 10-29-25 Documentation attached.		
13 251.07(5)(a)5.a. Menus - Post Description: The center did not have the snack menu posted.	GK will post what is brought in for snack each day by the family who has snack.		
14 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The center failed to review the Medical Log Book every six months as required.	Medical Log was reviewed 10-13-2025		

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NAME - Agency Worker
Gloribel Tegen

Date Issued
10/27/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Joseph K Johnson 1-9-26