

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
3/4/2025

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, 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	
St John's Preschool And Daycare		3000576203 / 001 - 225219	
Address - Facility (Street, City, State, Zip Code)		Date - Regulation Visit	
312 N Main St North Prairie WI 53153		2/10/2025	
Rule/Statute Number	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)6. Child Record - Health History Description: Child 3 has a documented medical condition on the health history, however there is no information in the child record about triggers that may cause a problem, signs or symptoms for the provider to watch for, steps a provider should follow, when to call a parent regarding symptoms, when the condition requires emergency medical care, and identification of all providers who have received specialized training or instructions to help treat symptoms.	New Paper work was sent home with the child to be filled out and brought back	02/28/2025 Paperwork Completed 03/03/2025	02/28/2025

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312 N Main St North Prairie WI 53153		262-392-9334	2/10/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
2	<p>251.04(6)(b) Current, Accurate Daily Attendance Record Description: 15 children present during the visit on 02/10/25 are not documented as being present on the attendance record. Before and after school care attendance times are documented, but the length of time children are present throughout the rest of the day is not documented on the attendance record. This was the case for all of the February 2025 attendance records.</p>	<p>New Attendance sheet will be created</p>	03/10/2025	02/28/2025
3	<p>251.05(2)(a) Staff Record - Maintenance & Availability Description: Staff A, identified as the administrator, does not have a staff record available for licensing review.</p>	<p>File was made for staff member</p>	02/11/2025	02/11/2025
4	<p>251.05(3)(e)4.d. Center Director / Large Center - Entry-Level Training Description: Staff B, identified as the director, does not have documentation of completion of one of the preservice training requirements in Table 251.05B.</p>	<p>license was amended from 50 children and more to 50 children and fewer</p>	02/13/2025	02/13/2025
		Per Director's Registry Certification		

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5 251.055(1)(f) Child Tracking Procedure Description: The center's child tracking procedure was not followed when on 02/10/25, 15 children were present in the large motor room in the basement, however the tracking record was left in the classroom upstairs.	Staff was reminded that tracking book needs to be with them at all times when leaving the classroom	02/11/2025	02/11/2025
6 251.06(1)(b)5. Outdoor Play Space - Energy-Absorbing Surfaces Description: The energy-absorbing surface (mulch/wood chips) were not at a depth of 9 inches which is required under play and climbing equipment within a 4 feet fall zone. This was observed underneath swings and a slide in the outdoor play space. Repeat violation: Previously cited on 6/3/2024, 11/7/2023	Spring clean up is scheduled for play yard and placing wood chips in appropriate areas	04/01/2025 - 04/31/2025	02/28/2025
7 251.06(1)(b)4. Outdoor Play Equipment - Placement Description: A picnic table was observed placed next to a slide in the outdoor plays space. The placement of the picnic table, poses a potential for a child using the slide to hit the picnic table.	Picnic table was moved to a better location off of the woodchips	02/28/2025	02/28/2025

Date Issued
2/17/2025

Date Signed
02/28/2025

NAME - Agency Worker
Daniel Noel, Kristin Keck

SIGNATURE - Certified Operator or Designee / Licensee or Designee

