Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
9/24/2026		715-930-1148

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
St John's Christian Preschool	3000577963 / 001 - 520551

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1804 Highland Ave Eau Claire WI 54701	715-834-9571	9/9/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) **Staff Record - Maintenance & Availability** Description: During a staff record review, a substitute Teacher (Staff E) was found to be missing a complete staff file, in which certain documents were not present.	The Director will work with Staff E to complete the items missing from the file.	9/25/2026	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: During a staff file review, Staff D was missing a health report from her file.	Staff D has an appointment this week to have their physical updated.	9/25/2026	

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St John's Christian Preschool		3000577963 / 001 - 520551	
Address - Facility (Street, City, State, Zip Code) 1804 Highland Ave Eau Claire WI 54701		**Telephone Number** 715-834-9571	**Date - Regulation Visit** 9/9/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: A Staff file review revealed two employees (Staff B and C) haven't completed an updated CAN (Child Abuse and Neglect Training), which is required every 2 years.	Staff B and C will complete the required training.	Staff C. 9/9/26 Staff B - 9/25/26	9/9/2026
4	251.05(3)(g)2. **Assistant Child Care Teacher - Qualifications** Description: An Assistant Child Care Teacher (Staff D), has been employed for over 6 months but has not completed an education course required for the Assistant Teacher position.	Staff D has signed up for the required education course	10/30/26	

NAME - Agency Worker
Heather Ruf

Date Issued
9/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Nancy Hanson

Date Signed
9/21/2026