

Date Correction Plan Due
8/4/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

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

Cadence Academy Of Silver Spring

Provider Number / Facility ID Number
4000589094 / 007 - 2005011

Address - Facility (Street, City, State, Zip Code)
N56w16325 Silver Spring Dr Menomonee FIs WI 530515619

Telephone Number
262-252-9200

Date - Regulation Visit
7/15/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)1. Child Record - Enrollment Information Description: Child #1 did not have documentation of persons authorized to call for/receive child on the enrollment form.	When the child was picked up at the end of the day, the parents made the necessary corrections.	7/15/25	
2 251.04(6)(a)6. Child Record - Health History Description: Child #4 had a medical issue indicated on the health history form but no triggers, symptoms or how to treat were documented.	Upon pick-up on 7/15/25 the parent made the necessary update.	7/15/25	

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 Telephone Number 262-252-9200
 Date - Regulation Visit 7/15/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child #5 did not have an updated physical examination on file for review as required every 6 months for children under age 2 (last updated 11/2024). Repeat violation: Previously cited on 5/23/2024, 10/31/2023	The parent is bringing the updated health report by 8/1/25.	8/1/25	
4 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff C did not have an updated child abuse and neglect certificate on file for review (expired 6/2025).	Staff C's child abuse and neglect was updated immediately on 7/15/25 and emailed to the licensor.	7/15/25	
5 251.06(9)(f)3. Food - Leftover Prepared Food Description: Prepared bowls of food in the kitchen refrigerator were not labeled/dated.	Food was labeled/dated during the licensing visit and we will continue to label and date all food in our kitchen refrigerator.	7/15/25	

NAME - Agency Worker Laura Taylor
 Date Issued 7/21/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
 Melissa Alford
 Date Signed 7/30/25
 DCF-F-CFS0294-E (R.06/2011)