

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
7/21/2025

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

Provider Number / Facility ID Number

Cadence Academy Preschool Of New Berlin

4000589094 / 002 - 2003295

Address - Facility (Street, City, State, Zip Code)
5245 S Emmer Dr New Berlin WI 531517363

Telephone Number
262-784-3400

Date - Regulation Visit
6/24/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1</p> <p>251.04(3)(a) Report - Incident Or Accident</p> <p>Description: A child sought medication attention on 5/29/25 after having an allergic reaction. This was not reported to the department.</p>	<p>Going forward, if children have symptoms that arise while at the program we will report them to the department if the child seeks medical attention.</p>	<p>6/25/2025</p>	
<p>2</p> <p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: Child #4 does not have a health history form on file.</p>	<p>Form was misplaced and recovered. Placed in the correct file</p>	<p>6/24/2025</p>	

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3 251.05(2)(a)3. a. Staff Record - Physical Examination Description: There is no physical on file for Staff A and Staff B. Repeat violation: Previously cited on 7/13/2023	Staff A turned in completed form on 6/25/2025. Staff B scheduled to complete by end of July.	7/31/2025	
4 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff C does not have documentation of training in Child Abuse and Neglect.	Staff C completed the training Child Abuse and Neglect	6/24/2025	
5 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff D does not have documentation of an orientation and has been employed for more than a week. Repeat violation: Previously cited on 7/13/2023	Orientation document was completed on 6/24/2025	6/24/2025	
6 251.05(2)(a) Group Size - Maximum Description: In the infant room group size exceed 8 infants on 6/27/25 for approximately 5 minutes before transitioning to another classroom.	Teachers will be coached on the importance of ensuring maximum group size is not exceeded.	6/25/2025	

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7 251.07(6)(f). Medication Administration - As Labeled & Authorized Description: There is a current medication authorization for Zyrtec to give to a child however the medication is expired. Repeat violation: Previously cited on 11/19/2024	Expired medication was sent home. Parents supplied new medication on 6/25/25 for allergy.	6/25/2025	
8 251.08(5)(b) Vehicle Inspection Report Description: The two buses used for transportation do not have documentation of a current vehicle inspection within the last year. The last vehicle inspections were dated 3/8/24 and 5/10/24. Repeat violation: Previously cited on 4/17/2024	Vehicle A inspection was completed on 3/10/25. Was unable to locate at time of visit. Vehicle B will be picked up on 7/17/25 for inspection to be completed. Was at a different school when inspection needed to be completed and was not in use.	7/31/2025	
9 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Two infant and toddler intake forms have not been updated in the last three months. They were last updated on 3/7/25. Repeat violation: Previously cited on 4/17/2024	The two infant and toddler intake forms were updated on 6/24/2025	6/24/2025	

NAME - Agency Worker
Sara Cooney

Date Issued
7/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Sara Cooney