Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
6/10/2026		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 Of Silver Spring	4000589094 / 007 - 2005011

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
N56w16325 Silver Spring Dr Menomonee Fls WI 530515619	262-252-9200	5/20/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. **Child Record - Health History** Description: The health history and emergency care plan on file for Child 4 is incomplete. The health history has a box checked stating "no specific medical condition;" however, Child 4 has a food allergy. The emergency care plan that corresponds to the food allergy (questions #2-#8) have not been answered. Repeat violation: Previously cited on 7/15/2025	The health history + emergency care plan for child 4 was completed on 5/20/26 by the Parent. The emergency care plan was completed on 5/20/26 by Parent.	5/20/26	
2	251.04(6)(a)6m. **Child Record - Immunization History** Description: Child 1 and Child 2 do not have immunization history on file and have been attending the center for more than 30 days.	Parents were contacted to obtain updated immunization records. Moving forward, child files will be checked more frequently to ensure all required immunization documents are current.	5/20/26	

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	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: There is no record for Child 4 of having a physical exam within the past 6 months. The last exam was in September 2025. Repeat violation: Previously cited on 7/15/2025, 5/23/2024	Child 4's family was contacted to obtain an updated physical. Moving forward all children's files will be reviewed more frequently & expiration dates tracked to ensure documents are up to date	5/20/26	
4	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: A physical examination form that was completed not more than 1 year prior to nor later than 3 months after being admitted to the center was not on file for Child 1 and Child 2. Child 1 has been attending the center since December 2025 and Child 2 has been attending since January 2026.	Parents of child 1 & 2 were contacted to obtain current Physical examination forms. Moving forward, all files will be tracked & reviewed more thoroughly upon child's initial start date.	5/20/26	
5	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff B does not have documentation of a completed physical examination and have been working at the center for more than 30 days.	Staff B provided physical examination documentation the following day and it was added to their file. Moving forward, staff files will be tracked & checked more frequently.	5/20/26	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
6	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: There is no documentation that tornado drills were conducted for the month of April 2026.	Moving forward, emergency drills will be completed and documented monthly and drill logs will be checked regularly to ensure compliance.	5/20/26	
7	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description: There is no documentation that the medical log book in Infant B was reviewed within the last 6 months. The last review date was 5/23/25.	The medical log book in Infant B's room was reviewed and signed off on the same day. The log books reviews will be completed & signed off on within the required 6 month timeframe	5/20/26	

NAME - Agency Worker
Kristin Lange, Sara Cooney

Date Issued
5/27/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Melissa McFarlin

Date Signed
6/10/26