

Date Correction Plan Due 7/6/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Wee Care Child Center		Provider Number / Facility ID Number 9000559959 / 001 - 120741		
Address - Facility (Street, City, State, Zip Code) 1 W Brown St Waupun WI 539631923		Telephone Number 920-324-9558	Date - Regulation Visit 4/16/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(3)(h) Report - Change In Room Usage</p> <p>Description: Changes in room usage were not reported or approved by the department 20 days prior to the change when the center changed the room usage and is caring for children under the age of 2 in a room that was approved for caring for children over the age of 2. Additionally, the classroom did not have immediate access outside which is required when caring for infants and toddlers.</p>	<p>Once we were made aware that children under 2 could not be in this room we moved children back to the toddler room.</p>		
2	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Each child care worker who works with children under the age of 5 does not have a record documenting the completion of the department approved training on abusive head trauma when Staff B did not have a record of completing the required training.</p>	<p>Staff B has since completed this training.</p>		

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6	<p>251.07(4)(cm) Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older</p> <p>Description: Sleep surfaces were not two feet apart as required, when two pack n plays in the infant room were 14 inches apart.</p>	<p>Pack and Plays have been adjusted to 24 inches apart.</p>		
7	<p>251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized</p> <p>Description: Eating surfaces were not washed and sanitized before use when toddlers were served breakfast and the table was not washed prior to the food being served.</p>	<p>Proper procedures were reviewed with all staff.</p>		
8	<p>251.07(6)(dm)3.c Medical Log - Medication Administration</p> <p>Description: A toddler's medication authorization form did not include the dates and times the medication should be given to the child when it had a blanket authorization stating "as needed", which is prohibited.</p>	<p>Proper procedures were reviewed with all staff on how to fill out med forms.</p>		
9	<p>251.07(6)(i)1. Washing Child's Hands & Face</p> <p>Description: Children's hands were not washed with soap and warm running water before meals when two toddler's hands were not washed before they ate breakfast.</p>	<p>Proper procedures were reviewed with all staff.</p>		

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3	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: All employees in regular contact with children did not maintain a current certificate of completion for infant and child CPR within three months after beginning to work with children when Staff B has not completed the training and their start date was 10/03/2025. Additionally, Staff D did not have a current CPR certificate of completion.</p> <p>Repeat violation: Previously cited on 2/4/2025</p>	<p>Staff B has completed CPR Training.</p> <p>Staff D has current CPR certificate on the Wisconsin Registry.</p>		
4	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Training on child abuse and neglect reporting was not complete within one week of beginning work when Staff C's start date was 04/29/2025, and they have not completed the required training. Additionally, Staff B's start date was 10/03/2025, and they have not completed the required training.</p> <p>Repeat violation: Previously cited on 2/4/2025</p>	<p>All staff have since completed this training.</p>		
5	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width</p> <p>Description: An exit and exit passageway did not have a minimum clear width of three feet and were obstructed by furniture when a high chair in the infant room was placed directly in front of exit door.</p>	<p>High chair was moved and staff were instructed to leave exit door clear.</p>		

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10	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Each diaper changing surface was not easily cleanable and was not replaced when there is a rip in the changing surface in the Beehive classroom.	All changing pads were replaced and staff were instructed to inform office when replacements are needed.	
11	251.09(4)(b) Infant & Toddler - Sinks In Self-Contained Area Description: A classroom that was serving toddlers did not have a sink that was only used for food prep when teachers reported they are filling toddler's water bottles from the same sink they are using for handwashing, which is prohibited.	Staff were reminded to fill water bottles with a pitcher from the kitchen.	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
6/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jessica Langford

Date Signed

6/25/26