

<b>Date Correction Plan Due</b> 10/14/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 920-785-7811
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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.

<b>Name - Certified Operator / Licensed Center</b> Christ Community Lutheran Childcare		<b>Provider Number / Facility ID Number</b> 6000579516 / 001 - 1009074		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1742 Servant Way Green Bay WI 54311		<b>Telephone Number</b> 920-469-3178	<b>Date - Regulation Visit</b> 9/3/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)8. <b>Child Record - Physical Examination</b>  Description: Based on record review on 9/3/25 according to the Child Record Checklist Child 2 and 4 failed to have a health report on file.	Staff A and C were given 30 days to have the from returned completed.	10/31/25	
2	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Based on record review and observation on 9/3/25 the preschool room and toddler room attendance failed to be current and accurate. Within the preschool classroom the appropriate number of children were signed into care, however the appropriate children were not signed into care. Within the toddler classroom 5 children were signed into care and 4 children were present.  Repeat violation: Previously cited on 1/3/2024	Staff metting on 10/30/25 reiewed requirments and expectations for attendance records.	9/30/25	

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3	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Based on record review on 9/3/25 according to the Staff Record Checklist Staff Member C failed to have a Staff Record Form on file.	Staff C compleated the staff record form that was in her file.	10/1/25	
4	251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Based on record review according to the Staff Record Checklist Staff Member A and C failed to have health reports on file.  Repeat violation: Previously cited on 9/5/2024, 12/5/2023	Health report forms were once again given to staff and they have been given 30 days to return them completed.	10/31/25	
5	251.05(3)(f)2.c. <b>Child Care Teacher - Entry-Level Experience</b>  Description: Based on record review on 9/3/25 according to the Staff Record Checklist Staff Member A failed to have a high school diploma on file.	Staff A has two weeks to bring in their diploma	10/15/25	
6	251.05(3)(g)1. <b>Assistant Child Care Teacher - Supervision</b>  Description: Based on record review on 9/3/25 two assistant qualified teacher's were left in sole supervision of the preschool classroom and toddler classroom.	Staff has 60 days to compleat the intro to childcare foundation course	11/29/25	

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7	<p>251.05(4)(c)1. <b>Continuing Education Requirement - Full Time Staff</b></p> <p>Description: Based on record review on 9/3/25 according to the Staff Record Checklist Staff Member B and C failed to have continuing education on file for 2024.</p>	Printed the training records from the registry and put them in to staff files	10/1/25	
8	<p>251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b></p> <p>Description: Based on record review and observation on 9/3/25 a lead teacher failed to be present within each group of children. Assistant Qualified teachers were left in sole supervision within the toddler and preschool classroom.</p> <p>Repeat violation: Previously cited on 9/5/2024</p>	Staff have 60 days to complet the last course to meet lead teacher qulification	11/29/25	
9	<p>251.06(11)(b)7. <b>Outdoor Play Space - Enclosure</b></p> <p>Description: Based on observation of the outdoor play space on 9/3/25 the bottom of the fence is not attached to the post. This creates an over 4 in gap in the bottom of the fence/head entrapment.</p> <p>Repeat violation: Previously cited on 9/5/2024</p>	Re attached the bottom of fencing	10/1/25	

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10	251.06(2)(b) <b>Electrical Or Hot Surface Protection</b>  Description: Based on observation of the preschool classroom two outlet covers were missing.	At staff meeting on 9/30/25 reviewed state requirements for outlet cover.  also inspected the classrooms and all outlets had covers	9/30/25	
11	251.06(9)(d)1.c. <b>Food Storage - Cold Storage Thermometers</b>  Description: Based on observation the fridge and freezer failed to have a thermometer.	The fridge had and still has a thermometer in it. A thermometer was ordered on 9/30/25 and will be placed in freezer when it arrives on 10/1/25.	10/1/25	
12	251.07(2)(e)4. <b>Prohibited Actions - Withholding / Forcing Food Or Sleep</b>  Description: Based on observation the preschool classroom staff member failed to serve the entire meal parents provided. Food items were withheld until the end.	at staff meeting on 9/30/25 we talked about how all food will be given to children at one time and that they will be free to eat what they want in what ever order they choose.	9/30/25	
13	251.07(6)(dm)3.b. <b>Medical Log - Injury In Care</b>  Description: Based on record review the medical log book failed to have 13 entries of child injuries that occurred while at the center. 13 incident reports were not entered within the medical log book.  Repeat violation: Previously cited on 1/5/2024	Director reviewed the medical log book.  at staff meeting on 9/30/25 discussed the requirements for documentation in the medical log book. as well as what needs to be in an entry.	9/30/25	

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**NAME** - Agency Worker  
Cassandra Debauche

Date Issued  
9/30/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

10/1/25

*Bry M...*  
Date Signed