

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
11/4/2025

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 Elaine Schreiber Child Dev Ctr
Provider Number / Facility ID Number 1000564041 / 001 - 220442

Address - Facility (Street, City, State, Zip Code) 5460 N 64Th St Milwaukee WI 53218
Telephone Number 414-463-7950
Date - Regulation Visit 10/13/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: The Busy Bees classroom has an infestation of gnats. The walls, counters and other surfaces in the Explorer's classroom are not clean and have stacks of paper and other items piled on them. Repeat violation: Previously cited on 9/17/2024, 4/22/2024, 11/28/2023	Immediate action: All the teachers cleaned their rooms reminding them the importance of keeping a clean space for the children. We have added some provisions for the gnats, and being consistant on cleaning will help with the gnat. We do get serviced from a lieneed pest control I will stress the need for the gnat service.	10/15/2025	
2 251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness Description: Cots, in the Explorer's Classroom, were not stored in a clean and sanitary manner when cots were uncovered and buckets of toys and equipment were placed on top of them.	Cots in all classrooms are now stored in a clean and sanitary manner. Cots are all covered and stacked properly with the sleeping surface facing upward and no items placed on top. Staff have been reminded of proper cot storage procedures	10/15/2025	

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<p>3</p> <p>251.07(6)(dm)1. Medical Log Book</p> <p>Description: The medical logbook's pages were not numbered in the Explorers and Busy Bees classroom.</p> <p>Repeat violation: Previously cited on 7/22/2025</p>	<p>The medical logbooks in all the classrooms have been reviewed and updated. All pages are now properly numbered in ink. All staff have been reminded of the requirements.</p> <p>All books will be checked monthly to ensure continued compliance.</p>	<p>10/17/2025</p>	
<p>4</p> <p>251.07(6)(dm)2. Medical Log - Pages & Entries</p> <p>Description: Medical logbook entries in the Busy Bees classroom were completed in pencil, some entries failed to contain dates of some incidents.</p> <p>Repeat violation: Previously cited on 4/22/2025, 4/22/2024</p>	<p>All medical logbook entries have been reviewed. Entries that were written in pencil have been written over in ink, and missing dates were added to ensure complete and accurate documentation. Staff have been retrained on proper medical log entry procedures, will monitor medical logbooks weekly to ensure compliance.</p>	<p>10/17/2025</p>	
<p>5</p> <p>251.07(6)(dm)3.c Medical Log - Medication Administration</p> <p>Description: A medication dispensed to a child, in the Busy Bees classroom, did not contain the dosage given to the child in the medical logbook.</p>	<p>I have developed a checklist for staff to follow when documenting medication administration in the medical logbook. I have also implemented a system for regular audits of the medical logbooks to ensure compliance with documentation requirements.</p>	<p>10/17/2025</p>	

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<p>6 251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: Documentation of changes in development and routines was not observed every three months for children in the 1 year old classroom.</p> <p>Repeat violation: Previously cited on 4/22/2024, 11/28/2023</p>	<p>Teachers have completed the required documentation for all children who were missing updates on their development and routines. A chart has been created and hung in the classroom to track and display the dates for future updates.</p> <p>I have assigned a staff member to oversee the documentation process and verify that updates are completed as scheduled</p>	<p>10/17/2025</p>	

NAME - Agency Worker
Tiisha Harrell, Crescenta Sabree

Date Issued
10/21/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

11/3/2025