



SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL

Article No. 9589 0710 5270 4098 5010 02

August 5, 2026

Donald Polite/Silver Spring Neighborhood Ctr Inc
Elaine Schreiber Child Dev Ctr
5460 N 64th Street
Milwaukee, WI 53218-3020

RE: NOTICE OF ORDER, SANCTIONS AND APPEAL PROCESS

**Elaine Schreiber Child Dev Ctr.
Facility ID #: 220442**

Dear Donald Polite/Silver Spring Neighborhood Ctr Inc:

This letter constitutes an order requiring that you, Donald Polite/Silver Spring Neighborhood Ctr Inc, licensee of Elaine Schreiber Child Dev Ctr, stop violating Wisconsin Statutes and Administrative Code for the regulation and licensing of group child care. This letter notifies you of the licensing statutory and/or code violations that were identified at Elaine Schreiber Child Dev Ctr, and the sanctions ordered by the Wisconsin Department of Children and Families (the department) to correct these violations. It also provides notice of possible additional sanctions and penalties that may result if the violations are not corrected and informs you of your appeal rights.

The department, under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate group child care in violation of Chapter 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care center shall post with the license any notice received from the department relating to rule violations. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

A Noncompliance Statement and Correction Plan is being issued and is enclosed with this letter.

ORDER

On July 21, 2026, Licensing Specialists Tiisha Harrell and Crescenta Sabree observed serious and/or repeat statute and/or rule violations during a complaint visit at Elaine Schreiber Child Dev Ctr. The department orders you, Donald Polite/Silver Spring Neighborhood Ctr Inc, to immediately make corrections and stop violating the Wisconsin Statute and Administrative Code, as follows:

1. **DCF 251.05(2)(a)2.** states, in pertinent part, the licensee shall maintain a file on each employee or contracted employee. The file shall be available for examination by the licensing representative at the center and shall include documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch DCF 13 and the person is eligible to work in a child care program. Contrary to DCF 251.05(2)(a)2, documentation from the department indicating a childcare background check was completed in compliance with timelines and that indicates the person is eligible to work in a child care program was not completed for two staff who were working with children during the complaint visit.
2. **DCF 251.05(2)(a)6** states documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio shall be maintained by the center. Contrary to DCF 251.05(2)(a)6, there was one staff member in the Busy Bees classroom room caring for children at the time of the licensing visit but was not signed in and another staff member who was signed into the classroom but was not present. **This rule was previously cited on August 23, 2024, and February 23, 2026. This was also included in a warning letter dated October 8, 2025.**
3. **DCF 251.055(1)(f)** states the center shall implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times. Contrary to DCF 251.055(1)(f), the failed to adhere to a procedure to ensure the whereabouts of children in care were known when the center removed two children from their classroom and there was no form of tracking utilized during the removal/in the other room where the children were placed. **This rule was previously cited on February 23, 2026.**
4. **DCF 251.06(2)(gm)** states the premises shall be well drained, free from litter, clean, and in good repair. The premises shall be maintained to prevent the entrance or harborage of vermin. Contrary to DCF 251.06(2)(gm), there was a leak in the handwashing sink in the Super Stars classroom. **This rule was previously cited on September 17, 2024, October 13, 2025, and included in an warning letter dated October 24, 2025.**

ADDITIONAL PENALTIES FOR FAILURE TO COMPLY

Failure to correct the violations identified above and any subsequent failure to maintain compliance with the Wisconsin Statute and Administrative Code may lead to additional sanctions and penalties, as set forth in Wis. Stat. § 48.715. Additional sanctions and penalties may include orders to stop operating, to correct violations, to submit plans of correction, forfeiture assessments, or proceedings to revoke a license. The department may set daily forfeiture amounts ranging from \$10 to \$1000 per day, per violation.

APPEAL RIGHTS AND PROCEDURE

Any person aggrieved by a department action taken under Wis. Stat. §§ 48.715, 48.68(1) and/or 48.686, has the right to an administrative hearing under Wis. Stat. § 227.42. Pursuant to Wis. Stat. § 48.72, **your written request must be sent directly to the Division of Hearings and Appeals no later than ten (10) days from the date of this notice**; please attach a copy of this notice to your request for a hearing.

To submit your request for an administrative hearing under Wis. Stat. § 227.44:

Send your request via U.S. Mail:	Hand deliver your request:	Send your request via Facsimile:
Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875	Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI	Division of Hearings and Appeals (608) 264-9885

Contact Licensing Specialist, Tiisha Harrell at 262-446-7846 if you have questions regarding this notice.

Sincerely,



Mary Schultek, Licensing Supervisor
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION

August 5, 2026

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cc: Joey Roeth, Attorney, DCF Office of Legal Counsel
Randall Gasser, Regional Licensing Manager
Tiisha Harrell, Licensing Specialist
Bureau of Child Care Subsidy Administration
Milwaukee Early Care Administration
4C for Children
Department of Public Instruction
Wisconsin Early Care Association
Southeastern Regional Office Staff

Attachments: Noncompliance Statement

Date Correction Plan Due 8/19/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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 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 7/21/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: Documentation of a file for all employees was not observed for a staff working in the Super Stars classroom.	Moving forward, all volunteers will have an individual file established and reviewed by the Director before working with children. A Volunteer File Checklist will be used to verify required documentation, orientation, and training. The Director will conduct periodic audits of all volunteer files to ensure continued compliance and availability for DCF review.	8/7/2026	
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: Documentation from the department indicating a childcare background check was completed in compliance with timelines and that indicated the person is eligible to work in a child care program was not completed for two staff who were working with children during the complaint visit.	Moving forward, the Director will verify and document background check completion and eligibility before staff begin working with children and will monitor renewal dates to ensure all checks remain current	8/7/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of days and hours worked and in which classroom, when the person was included in the staff-to-child ratio was not maintained by the center when one staff in the Busy Bees classroom failed to sign out and another staff, who was present failed to sign in. Repeat violation: Previously cited on 2/23/2026, 8/23/2024	The volunteer is now required to sign in and out daily on the classroom attendance sheet, including the classroom assigned. The Assistant Director will monitor attendance records to ensure all staff and volunteers accurately document their days and hours worked and classroom assignment when applicable. Any missing entries will be corrected immediately.	8/3/2026	
4	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: The center failed to have at least one child care teacher supervise each group of children when two children were being supervised, in a sensory classroom, by an unqualified staff and one awake child was supervised by an unqualified staff in the Busy Bees classroom.	The center has corrected this issue by ensuring that children remain with their assigned classroom group and are supervised by a qualified child care teacher. Children will no longer be moved to another classroom for supervision. Staff assignments and classroom coverage will be reviewed by the Director to ensure a qualified teacher is present and supervising each group of children at all times.	7/22/2026	
5	251.055(1)(f) Child Tracking Procedure Description: The center failed to adhere to a procedure to ensure the whereabouts of children in care are known at all times when two children were removed from their classroom and there was no form of tracking utilized during the removal. Repeat violation: Previously cited on 2/23/2026	The center has implemented a consistent child tracking procedure. Children will remain with their assigned classroom unless approved by administration, and any child leaving the classroom will be documented using the center's child tracking procedure. Staff are responsible for knowing the whereabouts of every child at all times. The Director will monitor compliance daily and review the procedure with all staff to prevent recurrence.	7/22/2026	

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6	251.06(2)(b) Electrical Or Hot Surface Protection Description: There was an electrical outlet, with a broken internal guard, and was not covered by a protective guard.	The damaged electrical outlet was immediately replaced with a protective cover. The Director will conduct routine classroom safety checks to ensure all outlets and electrical equipment remain safe and properly protected.	7/21/2026	
7	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: There was a leak in the handwashing sink in the Super Stars classroom. Repeat violation: Previously cited on 10/13/2025, 9/17/2024	The handwashing sink leak in the Super Stars classroom was repaired. The Director will conduct routine classroom and facility checks to identify and address leaks or maintenance concerns promptly. Any new plumbing concerns will be reported for repair immediately and documented until resolved.	7/21/2026	
8	251.07(2)(c)5. Time Out - Not Removed From Classroom Description: Two children were removed from the classroom and taken to a sensory room, during nap time, due to behavior issues of the children.	The center has discontinued removing children from their classroom for behavior-related time-out. Staff will use positive guidance and behavior-support strategies within the assigned classroom while maintaining supervision of all children. Staff have been reminded of the center's behavior guidance procedures, and the Director will monitor classrooms to ensure compliance.	7/21/2026	
9	251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: There were two entries with conflicting reasons, in the medical logbook on how an child was injured, in the Busy Bees classroom.	Staff were reminded that medical log entries must accurately and consistently document how an injury occurred. The conflicting entries were reviewed and corrected as appropriate. Moving forward, staff will document injuries immediately and provide factual information only. The Director will review injury records regularly to ensure documentation is complete, accurate, and consistent.	7/31/2026	

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10	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Documentation of the director or the directors designee's review of injuries with staff every 6 months was not observed. The last medical log book review was in Jan 2026, in the Busy Bees classroom.	The Assistant Director will review the medical log and injury records with staff every 6 months. Each review will be documented with the date, staff present, and Director/designee signature. The next review will be scheduled and tracked to ensure reviews are completed timely and documentation is maintained.	8/21/2026	

NAME - Agency Worker
Tiisha Harrell

Date Issued
8/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Crystal White

Date Signed
8/19/2026