

Date Correction Plan Due 2/18/2026	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 Mother Of Good Counsel Extended Care		Provider Number / Facility ID Number 8000585168 / 001 - 2001249		
Program Address - Facility (Street, City, State, Zip Code) 3001 N 68Th St Milwaukee WI 532101252		Telephone Number 414-442-7600	Date - Regulation Visit 1/14/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(f) Copy Of Rules Available Description: A copy of administrative code was not located near the license available for parents.	Director placed a copy of DCF Administrative Code near the parent/guardian sign in/out table. It is in a labeled binder	2/5/2026	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: A review of attendance records showed attendance was not accurate on January 12, 2026, when a child was not signed in, and two children had not been signed out. A warning letter was issued for this violation September 26, 2025. Repeat violation: Previously cited on 9/17/2025, 7/2/2024	Interim Director emailed and met in-person with staff to reinforce necessity of accurate sign/out sheets.	2/5/2026	

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3	<p>251.05(2)(a)2. Staff Record - Completed Background Check</p> <p>Description: The center did not have documentation, either paper or electronic, that indicated a staff person who worked at the center for a few weeks in December 2025 had a background back completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13.</p> <p>An order was issued for this violation December 9, 2024.</p> <p>Repeat violation: Previously cited on 12/6/2024, 11/20/2024</p>	<p>Interim Director met with Human Resources Manager and Principal to review hiring practices and DCF background check completion prior to first day of work.</p>	01/30/26	
4	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff E, working at the center as a lead teacher since 2023, did not have documentation of a registry certificate on file.</p>	<p>Staff E will renew her Registry membership and obtain current documentation of her registry certificate to place in her file.</p>	6/1/26	
5	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff hours were not accurate in the 4K room when a staff person was not signed in and another staff person had pre-filled their hours for the day.</p> <p>Repeat violation: Previously cited on 9/17/2025, 2/5/2025</p>	<p>Interim Director spoke in-person with staff from this age group to relate necessity of accurate and timely recording of staff hours.</p>	2/5/26	

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6	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff B did not have documentation of current CPR training on file. Repeat violation: Previously cited on 9/17/2025	Staff B. is scheduled to complete CPR training for renewal on 02/28/2026	02/28/26	
7	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff E did not have documentation on file of current completion of training in child abuse & neglect laws, identification, and reporting. Repeat violation: Previously cited on 9/17/2025	Staff E. completed an updated training in child abuse & neglect laws, identification and reporting.	02/05/26	
8	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Staff E, documented as being a lead teacher, did not have documentation of entry-level training on file.	Staff E will obtain copies of her entry-level training and provide for inclusion in her staff file.	04/01/26	
9	251.06(3)(b)2. Emergencies - Practice Written Plans Description: The center did not have documentation fire drills were completed in October, November, or December 2025.	Interim Director will resume monthly fire drills and document accordingly on a new form.	2/20/26	

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10	251.07(5)(a)5.a. Menus - Post Description: Snack menus were not posted in an area accessible to parents.	Snack menus will be posted a week in advance on the parent board by the main entrance on 68th street across from sign in/out table.	2/5/26	
11	251.07(6)(dm)2. Medical Log - Pages & Entries Description: Lines were skipped in the medical log book.	Interim Director met in person with staff to review Medical log requirements.	2/5/26	
12	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book did not have documentation of having been reviewed in the previous six months.	Interim Director will review Medical log and document the review on a separate line instead of initialing and dating alongside entries.	2/20/26	

NAME - Agency Worker
Cindy Matuszak

Date Issued
2/4/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Kristen M. Wolf

2/17/2026