

Date Correction Plan Due 12/3/2025	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 Catherine Early Childhood Development Center		Provider Number / Facility ID Number 8000587128 / 001 - 2000284	
Address - Facility (Street, City, State, Zip Code) 2709 N 32Nd St Milwaukee WI 532102507		Telephone Number 414-393-4004	Date - Regulation Visit 10/20/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(2)(L)1.b. Department Notices Posted Description: The order dated 8/20/25 was not posted.	The full order was posted on the parent board.	8/21/2025
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Attendance was not accurate at the time of the licensing visit. There were 8 children present in the Two's classroom, but only 4 children signed in. There were 6 children in the School-Age classroom, but only 5 children signed in. Repeat violation: Previously cited on 8/14/2025	Staff were again instructed to make sure all children are signed in at there time of arrival.	8/21/2025

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2709 N 32Nd St Milwaukee WI 532102507		414-393-4004	10/20/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(2)(a) Staff Record - Maintenance & Availability Description: There was no file available for a staff member identified as a volunteer.	File of volunteer was placed withg other staff files.	8/21/2025	
4 251.05(2)(a)2. Staff Record - Completed Background Check Description: There was no background check for a staff member that was identified as a volunteer. Repeat violation: Previously cited on 8/20/2025, 1/29/2024	Back ground check has been completed.	12/15/2025	
5 251.05(2)(a)3.a. Staff Record - Physical Examination Description: There was no evidence of staff completing a physical within 12 months prior, or no more than 30 days after being with children in care. Repeat violation: Previously cited on 8/14/2025, 1/29/2024	Staff completed physical	10/2025	

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6 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff hours were not accurate at the time of the licensing visit. No staff were signed in the Two's classroom. In the School-Age classroom, two staff were signed in but only one staff was present. In review of attendance records for August 2025, there were multiple days in which staff only signed in but did not sign out, or did not sign in at all. Repeat violation: Previously cited on 8/14/2025, 1/28/2025, 1/29/2024	Staff were again instructed to sign in and out daily.	8/21/2025	
7 251.05(3)(j)1. Volunteers, Student Teachers - Orientation Description: At the time of the licensing visit there was no completed orientation for a staff member identified as a volunteer at the center.	The orientation letter has been placed in the File.	8/21/2025	
8 251.05(3)(j)3. Volunteer Not Counted In Ratio - Training Description: There was no documentation of training available at the time of the licensing visit for a volunteer at the center.	Volunteer training hours have been placed in file.	8/21/2025	

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9 251.055(1)(a) Supervision Of Children Description: Staff indicated on one occasion a staff member was not within sight and sound of children when they exited the outdoor play space to bring a child inside.	Staff were instructed to remain in sight and sound of children at all times	8/20/2025	
10 251.055(1)(b) Supervision - Teacher Per Group Of Children Description: It was reported that a lead teacher left a group of children with a volunteer for one minute.	Staff were instructed to make sure a qualified teacher is with children at all times	8/21/2025	
11 251.055(1)(f) Child Tracking Procedure Description: During the licensing visit a teacher did not have documentation of tracking on them. Repeat violation: Previously cited on 8/14/2025	Staff have implemented additional procedures for tracking on Brightwheel and in the classroom	8/20/2025	

Olivia El-Amin

NAME - Agency Worker
Katrina Tarantino, Tiisha Harrell

Date Issued
11/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Olivia El-Amin

Date Signed

12/3/2025