

Date Correction Plan Due  
3/31/2026

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Catherine Early Childhood Development Center		8000587128 / 001 - 2000284		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
2709 N 32Nd St Milwaukee WI 532102507		414-393-4004	3/12/2026	
	<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)4. <b>Child Record - Field Trip Authorization</b>  Description: Child 1 did not have documentation of approval from the parent for field trips.	Files reviewed; missing field trip form obtained and filed. Tracking system implemented to ensure documentation is completed prior to participation.	3/18/2026	
2	251.04(6)(a)5. <b>Child Record - Alternate Arrival / Release Agreement</b>  Description: Children 1, 2, and 3, school age children arriving and departing the center via a transportation company, did not have documentation of alternate arrival and release permission from the parent on file.	Records audited; required alternate arrival/release forms obtained and filed. Staff retrained; checklist system implemented for enrollment and ongoing compliance.	3/18/2026	

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3 251.04(6)(a)6. <b>Child Record - Health History</b>  Description: Children 1, 2, and 3's health history information did not include additional information required when a health condition is documented, including: triggers that may cause problems, signs or symptoms to watch for, steps the child care provider, when to call parents, and when to consider that the condition requires emergency medical care or reassessment.	Health records updated to include required details, symptoms, and emergency instructions. Staff retrained; monitoring procedures reinforced.	3/19/2026	
4 251.05(4)(c)9. <b>Continuing Education - Documentation Of 12 Month Period</b>  Description: Staff D and E did not have documentation on file of having completed 15 hours of continuing education in 2025.	Staff files updated; missing CE documentation obtained and filed. Training log implemented to track annual hours.	3/19/2026	
5 251.06(11)(b)5. <b>Outdoor Play Space - Energy-Absorbing Surfaces</b>  Description: Energy absorbing surfacing was not placed in a fall zone of four feet around slides, as per administrative code and manufacturer requirements.	Energy-absorbing surfacing installed to meet required depth. Routine maintenance checks implemented.	5/1/2026	
6 251.06(4)(a) <b>Fire Extinguishers - Operable, Inspected, Labeled</b>  Description: Fire extinguishers last inspected September 2024.	Extinguishers inspected, updated, and documented. Ongoing inspection schedule implemented.	3/18/2026	

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7	251.07(4)(cm) <b>Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older</b>  Description: Cots in two rooms were placed closer than two feet apart.	Cots repositioned to maintain required spacing. Staff retrained on room setup procedures.	3/17/2026	
8	251.09(1)(j) <b>Infant &amp; Toddler - Crib Mattresses &amp; Coverings</b>  Description: Sheets were loose fitting in cribs in the infant room.	Properly fitted crib sheets installed. Staff retrained on safe sleep requirements and compliance monitored.	3/17/2026	
9	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Breastmilk packages in the infant room fridge were not labeled with the child's name.  Repeat violation: Previously cited on 11/11/2024	All food and breastmilk labeled with child's name. Staff retrained; monitoring system implemented to ensure ongoing compliance.	3/18/2016	

NAME - Agency Worker  
Cindy Matuszak

Date Issued  
3/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Antonya Watson*

Date Signed  
3/30/26