

Date Correction Plan Due 10/16/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Kays Klubhouse Early Chldhd Lrng		1000591061 / 001 - 2006222		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
4027 N 85Th St Milwaukee WI 532221818		414-690-3977	8/27/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)4.b <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: There is no record of Child 1 of having a follow up health examination within the past 2 years; the lat exam was in June 2023.	Any paperwork will be asked to be completed 60 days before expiration to stay on top of file and paperwork	10-16-25	10-16-25
2	250.04(6)(a)4m. <b>Child Record - Immunization History Compliance</b>  Description: Child 3 does not have immunization history on file and has been attending the center for more than 30 days.  Repeat violation: Previously cited on 9/25/2024	immunizations will be accessed by myself through the website if parents have not provided them. All files will be correct through on a scheduled date as shot records were in a different child's folder	10-16-25	10-16-25

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3	250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Attendance was not accurate on the day of the visit. There were 4 children signed in but only 3 children present.	A quarterly staff training is in play to remind and familiarize everyone on the important rules in the facility including sign in and sign out. Children will be signed in and out upon arrival and departure.	10.16.25	10.16.25
4	250.05(2)(b) <b>Staff File - Background Check Results</b>  Description: Staff C, identified as a provider, left and came back to the center. Staff C does not a current caregiver background check showing eligibility to work in a child care program.	Staff C background check was underway upon visit, but was unaware that finger prints had to be redone so soon, employee files will be corrected through quarterly.	10.16.25	10.16.25
5	250.05(2)(e)1. <b>Staff File - Registry Certificate</b>  Description: The file for Staff C lacked documentation of a registry certificate upon licensing review.	Registry certificate is current, printed and placed in file 10.16.25	10.16.25	10.16.25
6	250.05(3)(e)1 <b>Provider Training - Obtain Cpr Certificate</b>  Description: Staff A, C, and D do not have documentation of a current CPR certificate on file. The most recent certificate on file for Staff A, C, and D expired June 2025.	CPR 3 First aid has been received for Staff A & D. Staff C is currently awaiting her recent date of 11/04/2025	10.16.25	10.16.25

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7 250.05(4)(a) Staff Orientation - Documentation Description: The orientation on file for Staff C was for a group childcare center and not a family childcare center.	The correct family orientation was retrieved and replaced with from group orientation. Normalizing checking staff and childrens files quarterly will prevent mistakes like this.	10.10.25	10.10.25
8 250.06(2)(a) Electrical Or Hot Surface Protection Description: An electrical outlet in the bathroom was missing an outlet guard --"This was corrected during the monitoring visit" Repeat violation: Previously cited on 9/25/2024, 4/30/2024	After each and every night and during the day electrical outlets will be checked, and signs will be placed in each room to remind everyone in facility.	10.10.25	10.10.25
9 250.06(2)(e) Potential Source Of Harm On Premises Description: In the back bedroom, a loose cord was hanging and accessible to children Repeat violation: Previously cited on 9/25/2024	Loose cord from camera was removed as a whole as I felt it was attractive and unable to hide.	10.10.25	10.10.25

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10 250.06(2)(m) <b>Premises - Condition &amp; Repair</b>  Description: In the bathroom, tile is missing around the bathtub and on the wall, causing there to be a large hole and exposed drywall.  A potty chair containing urine was observed in the bathroom.  Repeat violation: Previously cited on 9/25/2024	Missing tiles are currently covered with plastic tiles temporarily, as well as shower holders to keep shower closed to cover exposed drywall.  Potty chair will be emptied and disinfected after each use.	10-16-25	10-16-25
11 250.06(9)(j) <b>Meals &amp; Snacks - Records</b>  Description: There is no written record of snacks served to children.  Repeat violation: Previously cited on 9/25/2024	Quarterly meals and snack menu will be completed and displayed in kitchen area	10-16-25	10-16-25
12 250.07(7)(g) <b>Pets &amp; Animals - Excrement</b>  Description: Pet excrement was observed in the outdoor play space and accessible to children.	After each time pets are released excrement will be removed immediately to prevent forgetting or any mistakes	10-16-25	10-16-25

NAME - Agency Worker  
Kristin Lange, Daniel Noel

Date Issued  
10/1/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Kristin Lange*

10-21-25