

Date Correction Plan Due 9/30/2025	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 Primrose School Of Brookfield WI		Provider Number / Facility ID Number 6000591656 / 001 - 2006853		
Address - Facility (Street, City, State, Zip Code) 18430 W Capitol Dr Brookfield WI 530451219		Telephone Number 262-281-9889	Date - Regulation Visit 9/10/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: There were two staff present in the Early Preschool Room, but four staff were signed in.	All new staff have been retrained on the process of signing in and out of the classroom when entering and exiting.	9/11/25	
2	251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness Description: The cots in the Preschool and Early Preschool rooms were not covered.	The cots were covered in the classroom and all new staff have been retrained on the importance of keeping cots fully covered.	9/11/25	

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3	251.07(6)(dm)2. Medical Log - Pages & Entries Description: There was an entry in the medical log book in the Toddler Room that was not dated. The medical log book in the Early Preschool room had skipped lines. Repeat violation: Previously cited on 3/20/2025, 5/28/2024	The log book process is changing from multiple books in classrooms to one log book in the office.	9/11/25
4	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: There were intake under two forms that were observed without any documented updates within the past three months.	Intake forms have been updated. Teachers have been trained on how they can update the forms by communicating with parents.	9/11/25

NAME - Agency Worker
Katrina Tarantino, Rhonda Brueggemann

Date Issued
9/16/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

April Boucher

Date Signed

9/17/25