Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/21/2026		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.

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Cream City Childcare Center	2000592412 / 001 - 2007579

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
4157 N 61St St Milwaukee WI 532161212	920-362-6673	7/15/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(1)(a) **Licensed Capacity** Description: The family child care center exceeded the capacity by 2 children. Ten (10) children were present. The center's current maximum capacity at any one time is 8.	•STAFF WILL SIGN CHILDREN IN AS THEY ARRIVE AND NOT EXCEED 8 •STAFF WILL DOUBLE CHECK SIGN IN BOOK PRIOR TO SERVING MEALS/SNACKS		
2	250.04(6)(a)1.e. **Child Record - Enrollment Information - Other Emergency Contact** Description: The information for an emergency contact, other than the parent, was not observed on file for Child #2.	•SECTION COMPLETED BY PARENT •PAPERWORK WILL BE CHECKED THROUGHLY PRIOR TO CHILD'S ATTENDANCE		

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3	250.04(6)(a)1.g **Child Record - Enrollment Information - Authorized Pickup** Description: The information for a person other than a parent that is authorized to pickup a child was not observed on file for Child #2.	• SECTION COMPLETED BY PARENT • PAPERWORK WILL BE CHECKED THROUGHLY PRIOR TO CHILD'S ATTENDANCE		
4	250.04(6)(a)2. **Child Record - Field Trip Permission** Description: Complete field trip authorization was not observed on file for Child #1.	• PARENT SIGNED AN AUTH • PAPERWORK WILL BE CHECKED THROUGHLY PRIOR TO ATTENDANCE		
5	250.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Attendance was not accurate as 10 children were present, but not signed in.	STAFF WILL SIGN CHILDREN IN ON THE DAILY ATTENDANCE SHEET AS THEY ENTER THE DOOR, AND NOT EXCEED 8.		
6	250.05(2) **Staff File - Maintenance & Availability** Description: Documentation of a complete staff file was not observed for Staff B.	CREATED A STAFF FILE WILL MAKE SURE A COMPLETE FILE IS CREATED PRIOR TO STARTING WORK		

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7	250.05(2)(b) **Staff File - Background Check Results** Description: Documentation of a completed background check was not on file for Staff B.	BACKGROUND CHECK FORM COMPLETED AND MAILED IN WILL HAVE STAFF COMPLETE PRIOR TO STARTING WORK		
8	250.05(2)(c) **Staff File - Days, Hours Worked** Description: Documentation of the actual hours worked was not observed on file for Staff A and Staff B.	STAFF WILL SIGN IN UPON ARRIVAL STAFF WILL CHECK SIGN IN PRIOR TO SERVING BREAKFAST		
9	250.05(2)(g) **Staff File - Orientation**	STAFF ORIENTATION CHECKLIST FORM WAS COMPLETED AND FILED WILL BE DONE PRIOR TO STAFF WORKING		
10	250.05(3)(d) **Provider Training - Additional Required Provider** Description: An additional qualified provider was needed based on the ages and number of children present.	STAFF WILL SIGN CHILDREN IN UPON ARRIVAL AND MAKE SURE CHILD TO STAFF RATIO IS CORRECT.		

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11	250.05(3)(fm) **Biennial Training - Child Abuse & Neglect** Description: Documentation of the current child abuse and neglect/mandated reporter training was not observed on file for Staff A. The last documented training expired May 2022.	•STAFF COMPLETED THE TRAINING 8/16/26 • PRINTED AND FILED CERTIFICATE • WILL KEEP UPDATED •STAFF WILL COMPLETE EVERY 2 YEARS		
12	250.05(4)(a)5. **Staff Orientation - SIDS Risk Reduction Procedures** Description: Documentation of a staff orientation that includes the procedures to reduce the risk of sudden infant death syndrome was not observed on file for Staff B.	•STAFF ORIENTATION CHECKLIST COMPLETED AND FILED •STAFF WILL COMPLETE PRIOR TO START DATE		
13	250.05(4)(a)7. **Staff Orientation - Emergency Procedures** Description: Documentation of a staff orientation that includes a review of the procedures or dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions was not observed on file for Staff B.	•STAFF ORIENTATION CHECKLIST COMPLETED AND FILED •STAFF WILL COMPLETE PRIOR TO START DATE		
14	250.055(1)(L) **Procedure - Number, Names, Whereabouts Known At All Times** Description: The tracking procedure was not observed complete. Ten (10) children were present, but not signed into the tracking procedure.	•STAFF WILL SIGN CHILDREN IN AS SOON AS THEY ARRIVE AND NOT BEFORE •STAFF WILL DOUBLE CHECK ATTENDANCE BOOK PRIOR TO SERVING MEALS/SNACKS		

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15	250.06(2)(a) **Electrical Or Hot Surface Protection** Description: Outlets were observed without a protective screen or guard to prevent children from touching the outlet in the infant room and in the living room.	•OUTLET COVERS WILL BE KEPT ON •IMMEDIATELY REPLACED IF OUTLET USED •OUTLET INSPECTION WILL BE DONE EVERY MORNING AND NOON		
16	250.06(2)(c) **Access To Materials Potentially Harmful To Children** Description: Various items labeled "keep out of reach of children" were observed accessible to children via an unlock cabinet underneath a sink.	•SAFETY LOCK WILL BE LOCKED AT ALL TIMES •IMMEDIATELY LOCKED BACK AFTER USE •LOCKED CABINET INSPECTION WILL BE DONE EVERY MORNING AND NOON		
17	250.06(4)(b) **Fire Extinguisher** Description: Yearly documentation of the fire extinguisher inspection was not observed on file.	•STAFF DOCUMENTED THE INSPECTION •STAFF WILL DOCUMENT ANNUALLY		
18	250.08(3)(b) **Required Information - Permission And Emergency Information** Description: Documentation of emergency information was not observed on file for Child #2.	•SECTION COMPLETED BY PARENT •PAPERWORK WILL BE CHECKED THROUGHLY PRIOR TO THE CHILD'S ATTENDANCE		

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19	250.08(3)(c) **Required Information - Route And Stops** Description: Authorized transportation stops were not observed on file for Child #1, Child #2, and Child #3.	*CURRENTLY THE PARENTS TRANSPORT *ONCE APPROVED TRANSPORTATION LOG WILL BE USED		
20	250.08(4)(c)1. **Driver Record - Obtain & Review** Description: Documentation of a current driving record was not observed on file for Staff A.	*DRIVING RECORD WAS RAN, PRINTED AND FILED *DRIVING RECORD WILL BE RAN AND FILED ANNUALLY		

NAME - Agency Worker
Crescenta Sabree, Tiisha Harrell

Date Issued
8/7/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed