INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated August 05, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** tiisha.harrell@wisconsin.gov **or**
   - **Fax:** (262) 446-7991 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHEASTERN REGION
     635 N 26th ST

     MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: https://www.surveymonkey.com/r/LicenseFeedback. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/19/2026		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
Childrens Pantry Fam Resource Ctr	3000563593 / 001 - 1003298

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3130 W Lisbon Ave Milwaukee WI 53208	414-342-8015	7/23/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. **Monitoring Results Posted** Description: The current licensing statement of noncompliance and correction plan was not posted at the time of the monitoring visit. Repeat violation: Previously cited on 1/24/2025	The monitoring plans will be reviewed on a consistent basis to ensure that they do not fall off of the wall. We will also ensure that the forms are posted once they are completed.	7/23/2026	
2	251.04(6)(c) **Daily Attendance Record - Transportation** Description: The center failed to maintain a daily attendance record that includes the actual time the child was picked up or dropped off when the driver had children signed in on the attendance record for the day after the monitoring visit.	Our program will educate staff on the importance of being attentive when completing the record to ensure that they are recording time on the appropriate day.	7/23/2026 and ongoing	

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Childrens Pantry Fam Resource Ctr	3000563593 / 001 - 1003298

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3130 W Lisbon Ave Milwaukee WI 53208	414-342-8015	7/23/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.055(1)(f) **Child Tracking Procedure** Description: The center failed to adhere to a procedure to ensure that the number, names, and whereabouts of children in care were known when there was no form of tracking in the Red Room where there were children in care. Repeat violation: Previously cited on 1/13/2026	The program administration will provide education on the policy to ensure that the child tracking documents are held with the assigned teacher in the classroom that the children are signed into. We will provide additional guidance that although the children are signed into the appropriate classroom that the assigned book must also follow.	7/23/2026	
4	251.055(2)(c) **Mixed-Age Group - Staff-To-Child Ratio** Description: Staff-to-child ratios were exceeded in the Red Room when 15, mixed-age group, children were supervised by 1 staff, but based on the pro rata table, 2 staff were required.	The program will make sure to abide by the pro rata table to ensure that we are in ratio at all times for mixed aged groups.	7/23/2026	
5	251.06(2)(b) **Electrical Or Hot Surface Protection** Description: There were electrical outlets without outlet covers in the Blue Room and the Red Room. Repeat violation: Previously cited on 1/13/2026	The program will continue to monitor and replace missing outlet covers. Program administration will also ensure that we encourage staff to place the covers back into the wall once they are done using the site.	7/23/2026	

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Childrens Pantry Fam Resource Ctr	3000563593 / 001 - 1003298

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3130 W Lisbon Ave Milwaukee WI 53208	414-342-8015	7/23/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: There were toxic plants (dieffenbachia) in areas accessible to children in the Green Room and on the window ledge outside of the Yellow Room.	The program will research plants and greenery purchased or donated to the center. We will ensure that plants are safe for the childcare environment. All plants that were noted were removed from the center the same day as the site visit.	7/23/2026	
7	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: Documentation to support that practice of the fire evacuation and tornado drills was not observed for June 2026.	We will ensure that all fire evacuation and tornado drills are appropriately documented.	7/23/2026	
8	251.06(4)(d) **Exits & Passageways - Unobstructed, Minimum Width** Description: There were multiple exits and exit passageways without a minimum clear width of three feet and were obstructed by plants and other items.	Program admistrators will ensure with frequent walkthroughs that all doorways are not blocked to ensure that there is safe exits and passageways. The plants will be placed in windowseals instead of doorways.	7/23/2026	
9	251.06(4)(jm)2. **Fire Alarms & Smoke Detectors - Testing** Description: Documentation that the fire detection and prevention systems have been tested for June 2026 was not observed.	The program will ensure that all fire dectection and prevention systems are tested on a monthly basis.	7/23/2026	

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Childrens Pantry Fam Resource Ctr	3000563593 / 001 - 1003298

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3130 W Lisbon Ave Milwaukee WI 53208	414-342-8015	7/23/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
10	251.07(1)(c) **Television As Part Of Program** Description: During the monitoring visit, older children watched television, as there were no other age appropriate activities available in the Red Room.	As a part of the GoNapSacc improvement plan the center will ensure that television usage in the program be minimized. Additionally the classroom has been fully restocked from our summer usage and discharge of damaged material.	7/23/2026	
11	251.07(4)(e) **Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness** Description: Cots were not stored in a sanitary manner when they were uncovered in the Purple Room.	The program will make sure that the cots are appropriately covered in the program.	7/23/2026	

NAME - Agency Worker
Tiisha Harrell, Crescenta Sabree

Date Issued
8/5/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
8/18/2026