

Date Correction Plan Due 6/2/2025	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 Matc West Campus Children's Center		Provider Number / Facility ID Number 9000557359 / 004 - 225818		
Address - Facility (Street, City, State, Zip Code) 865 S 72Nd St West Allis WI 532143114		Telephone Number 414-456-5419	Date - Regulation Visit 5/16/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child 2 did not have documentation of updates in development completed every three months.	The infant teacher reviewed & updated dev. documentation for all infants. A reminder was placed on the calendar.	Completed 5/16/25	
2	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Two containers of breastmilk in the infant room were not labeled with the child's name.	Two dated breastmilk bags were immediately labeled with the child's name. This error occurred when two portions were removed from the large labeled/ dated bag, to thaw in the fridge. Staff were reminded of proper labeling protocol.	Completed 5/16/25	

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3	251.09(4)(a)10. Infant & Toddler - Diapering Lotions, Powders, Salves Description: Directions for the use of diaper ointments, powders, and lotions were not posted near the changing tables in the Infant and toddler rooms.	A chart was created to properly post directions for the use of diaper ointments, powders & lotions near the changing tables in the infant and toddler rooms. (see example below)	Completed 5/19/25

Directions for the use of diaper ointments, powders & lotions:

Child's Name	Brand/Type	frequency/method	notes:

NAME - Agency Worker
Cindy Matuszak

Date Issued
5/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Samantha Stern

Date Signed

5/19/2025