

Date Correction Plan Due 10/29/2025	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)(f) 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. 48.667. 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	
Covenant Early Childhood Center		1000582091 / 001 - 1011524	
Address - Facility (Street, City, State, Zip Code) 8121 W Hope Ave Milwaukee WI 532221930		Telephone Number 414-438-9712	Date - Regulation Visit 10/1/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.a. Monitoring Results Posted Description: The most recent noncompliance statement and correction plan (issued as a result of the 10/29/24 monitoring visit) is not posted next to the child care license as required. Repeat violation: Previously cited on 10/29/2024	UNAS posted but fell down purchased light weight paper sleeves, magnetic hooks and lg. clips to prevent from falling	upon order arrival	
2 251.04(2)(L)1.b. Department Notices Posted Description: A notice from the department regarding rule violations-the Warning Letter issued to the facility on 11/13/24 is not posted.	↓	upon order arrival	

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3	<p>251.04(3)(b) Report - Damage To Premises</p> <p>Description: The licensee failed to report damage to the premises that may affect compliance with this chapter within 24 hours when the director's office and classrooms were damaged as a result of the historic August 2025 flooding which required the center to close for two days to dry out and clean the classrooms.</p>	I WAS NOT AWARE THAT I NEEDED TO REPORT THE DAMAGE I HAVE IT POSTED IN MY OFFICE FOR FUTURE REFERENCE	Done	
4	<p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: Health history and emergency care information on file for Child #3 and Child #5 is incomplete. Child #3 is identified as having a nut allergy however questions #2-8 pertaining to the nut allergy have been marked "NA." Child #5 is identified as having asthma requiring use of an inhaler however his health history form has "no specific medical condition" checked.</p>	Sent new forms to fill out for both Child #3 and Child #5 returned with correct information	Done	
5	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Documentation of a physical examination report that was completed not more than 12 months prior to nor more than 30 days after the person was hired is not on file for Staff A, who has been employed since 7/17/23.</p> <p>Repeat violation: Previously cited on 10/29/2024</p>	Sent new health form w/ Staff A and new Dr. Appt. made	After Dr. Appointment	

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<p>6</p> <p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of the days and hours worked by staff and in which classroom is incomplete and inaccurate. No staff hours have been recorded for 9/29/25, 9/30/25 and the day of the monitoring visit for the infant and two's classroom despite children having been in care. Staff C recorded a departure time of 3:00 PM for the classroom she is working in despite being used to meet the staff-to-child ratio during the visit.</p>	<p>Explained to staff that correct times are to be logged on sign-in sheets for each staff member - myself included</p>	<p>Done</p>	
<p>7</p> <p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff C does not have on file either paper or electronically a current certificate of completion for a department-approved course in Infant and Child CPR with AED. The most recent certificate of completion on file for Staff C expired in August 2024.</p>	<p>Printed list from the Registry for Staff C stating CPR was taken (attached trying to locate copies)</p>	<p>Done</p>	
<p>8</p> <p>251.055(1)(a) Supervision Of Children</p> <p>Description: Each child was not supervised by a child care worker who is within the sight and sound of the children to guide the children's behavior and activities, prevent harm, and ensure safety when the center director (Staff B) left 2 two year old children alone in their classroom while she answered the door to let the department in. During this time she could not see either child.</p>	<p>My mistake - I will remember to bring any/all children with me should I need to answer door</p>	<p>Done</p>	

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9	<p>251.055(1)(f) Child Tracking Procedure Description: Staff C does not have the classroom tracking sheet while she is caring for her classroom of children and reports she left it downstairs on a table. The center director (Staff B) has her tracking sheet in her classroom but did not fill it out to reflect the names of the children in her care. Included in a Warning Letter issued 11/13/24. Repeat violation: Previously cited on 10/29/2024</p>	<p>Created new tracking forms again attached sample copy w/ corrections please let me know if this is acceptable</p>	DONE
10	<p>251.06(2)(a) Potential Source Of Harm On Premises Description: A large stand alone fan is observed running and has been placed on top of the countertop in a classroom where it is accessible to two three year old children being cared for in the classroom. Cords are accessible to children in multiple classrooms including cords that are on the floor and hanging. A looped metal blind cord is observed hanging down a wall in a classroom.</p>	<p>Fan was removed from counter top and reminded staff stand alone fans must stay on floor.</p>	DONE
11	<p>251.06(2)(d) Access To Materials Potentially Harmful To Children Description: A spray bottle containing a solution of soap and water and a tub of Clorox disinfecting wipes labelled "keep out of reach of children" are accessible to children in a room where two 3 year olds are being cared for.</p>	<p>Spray bottles moved to cabinet above counter top</p>	DONE

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Printed and hung up by window "DO NOT OPEN" sign (copy attached)		Done	
Removed Fruit Loops from Meals & Snacks - Minimum Meal Requirements replaced with cheerios - whole grain Oats - flavored		Done	
New Menus printed (3 rotating for AM + PM snacks)		Done	
Still adjusting items (copies attached)			
12	<p>251.06(2)(c) Windows & Doors Used For Ventilation Description: A window opened for ventilation in a classroom is not screened as required.</p>		
13	<p>251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: USDA minimum snack requirements are not always met when Fruit Loops cereal is served as a snack component. Repeat violation: Previously cited on 10/29/2024</p>		
14	<p>251.07(5)(a)5.b. Menus - Plan Description: The center provides a morning and afternoon snack. The snack menus are not planned at least one week in advance, dated and kept on file for three months. A menu for the week 9/30/25 has not been planned. Repeat violation: Previously cited on 10/29/2024</p>		

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15	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: Three center medical log books have not been reviewed within the last 6 months per observation of the books and the report of the center director. For example, the most recent review documented in the toddler room medical log book occurred on 3/18/24. The most recent documented review of the infant room medical log book occurred in 2022.</p> <p>Repeat violation: Previously cited on 10/29/2024</p>	<p>Went thru all medical logs 10-01-25</p>	Done	
16	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: An asthma inhaler with an expiration date of December 2024 is observed in the center medication box for Child #5. There is not a current medication authorization on the premises to administer the medication. The most recent medication authorization on file was signed by the parent on 4/11/23 and does not contain a start or end date.</p> <p>Repeat violation: Previously cited on 10/29/2024</p>	<p>Sent expired inhaler home - mother of child # 5 brought in a new inhaler + action plan</p>	Done	

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
10/14/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Sara Cooney (Center Director)

Date Signed

10-20-25