

Date Correction Plan Due 3/26/2026	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 Kiddie Garden Child Dev Center Llc		Provider Number / Facility ID Number 6000589066 / 001 - 2003038		
Address - Facility (Street, City, State, Zip Code) 2809 W Atkinson Ave Milwaukee WI 53209		Telephone Number 414-204-8024	Date - Regulation Visit 3/10/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Child 2 does not have immunization history on file and has been attending the center for more than 30 days.	Needed documentation will be obtained and placed in child 2's file. The director will use DCF's child record checklist monthly to maintain children's files.	3/27/24	
2	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: A physical examination form that was completed not more than 1 year prior to nor later than 3 months after being admitted to the center was not on file for Child 3. Child 3 has been attending the center since November 2022.	A physical examination form will be completed and placed in child 3's file. The director will use DCF's child record checklist monthly to maintain children's files.	3/27/24	

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3	251.04(6)(b) Current, Accurate Daily Attendance Record Description: According to attendance records, on 3/6/26, 4 children had arrival times documented but were missing departure times.	management will check Attendance records once an hour to make sure parents are signing their children in and out. The director will check attendance records every morning for the previous day	3/20/24	
4	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not always documenting hours worked and in what classroom when used to meet staff-to-child ratio.	Tracking sheets are used in each classroom. Teachers will sign in and out to document hours they work in that classroom. manager will check periodically throughout the day to ensure teachers are completing this task.	3/20/24	
5	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: Multiple areas throughout the center are not being maintained in a clean and sanitary condition. Broken blinds were observed in the school age room, the outside of the toilet in the school age bathroom had brown water stains around the base of the toilet, the pole on the metal fence is separating, several walls were visibly dirty, and debris and garbage was observed on the floors. Repeat violation: Previously cited on 8/20/2025, 6/24/2024	management will implement a new classroom cleaning checklist. management will check periodically throughout each day to ensure teachers are completing cleaning tasks. maintenance will check every morning for broken equipment in classrooms and on the play-ground. Broken equipment will be fixed or discarded right away.	3/20/24	

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6	<p>251.06(9)(d)1.b. Food Storage - Refrigeration Units</p> <p>Description: The refrigerator in the infant room is not being maintained at 40 degrees or below; the refrigerator is at 42 degrees.</p>	<p>The temperature in the refrigerator in the infant room was adjusted. The thermometer now reads 39°F. The infant room teacher will use a daily checklist and management will check weekly to ensure classroom compliance.</p>	3/14/24	
7	<p>251.06(9)(d)2.a. Food Storage - Dry Food</p> <p>Description: Thin Wheats observed in the kitchen were not in zip lock style bags or food safe containers.</p> <p>Repeat violation: Previously cited on 8/20/2025, 1/24/2025</p>	<p>Thin wheats were placed in a ziplock bag and labeled. Left over or opened pantry items will be properly stored in an appropriate container and labeled. Kitchen staff will use a daily kitchen checklist to ensure kitchen compliance.</p>	3/16/24	
8	<p>251.06(9)(f)3. Food - Leftover Prepared Food</p> <p>Description: Leftover sandwiches observed in the refrigerator were not dated.</p>	<p>Left over food, like already made sandwiches will be discarded. Left overs that will be kept will be properly stored in ziplock bags or other appropriate containers and labeled. Kitchen staff will use a daily kitchen checklist to ensure kitchen compliance.</p>	3/16/24	
9	<p>251.07(3)(a)2. Indoor Equipment - Construction, Condition</p> <p>Description: In the outdoor play space, a plastic rocking horse was missing handlebars and was cracked. Where it was cracked was sharp and accessible to children.</p>	<p>The plastic rocking horse will be removed from the play ground and thrown away. Equipment that cannot be repaired or becomes hazardous will be discarded right away. Maintenance will complete a daily checklist to complete task.</p>	3/23/24	

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10	251.07(6)(dm)2. Medical Log - Pages & Entries Description: An entry in the medical log book dated 3/2/26 was not signed or initialed by the person making the entry.	All teachers will receive a refresher course on the correct way to make medical log book entries. management will review entries weekly, and the director will review the medical log book every 6 months.	3 27 24
			Verification Date

NAME - Agency Worker
Kristin Lange, Sara Cooney

Date Issued
3/12/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Lisa Heron

Date Signed
3/20/24