



**SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL**

Article No. 9589 0710 5270 0354 3785 86

November 12, 2025

Emily Addison/Gateway to Knowledge Lrng Ctr LLC  
Gateway to Knowledge Lrng Ctr LLC  
2327 N 52<sup>nd</sup> Street  
Milwaukee, WI 53210

**RE: NOTICE OF ORDER, SANCTIONS AND APPEAL PROCESS**

**Gateway to Knowledge Lrng Ctr LLC  
Facility ID Number: 2005223**

Dear Emily Addison/Gateway to Knowledge Lrng Ctr LLC:

This letter constitutes an order requiring that you, Emily Addison/Gateway to Knowledge Lrng Ctr LLC, licensee of Gateway to Knowledge Lrng Ctr LLC, stop violating Wisconsin Statutes and Administrative Code for the regulation and licensing of group child care facility. This letter notifies you of the licensing statutory and/or code violations that were identified at Gateway to Knowledge Lrng Ctr LLC, and the sanctions ordered by the Wisconsin Department of Children and Families (the department) to correct these violations. It also provides notice of possible additional sanctions and penalties that may result if the violations are not corrected and informs you of your appeal rights.

The department, under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate group child care in violation of Chapter 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care center shall post with the license any notice received from the department relating to rule violations. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

A Noncompliance Statement and Correction Plan is being issued and is enclosed with this letter.

## ORDER

On November 5, 2025, Licensing Specialists Tiisha Harrell and Crescenta Sabree observed serious statute and/or rule violations during a monitoring at Gateway to Knowledge Lrng Ctr LLC. The department orders you, Emily Addison/Gateway to Knowledge Lrng Ctr LLC, to immediately make corrections and stop violating the Wisconsin Statute and Administrative Code, as follows:

1. **DCF 251.055(1)(f)** states the center shall implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times. Contrary to DCF 251.055(1)(f), the center failed to adhere to a procedure ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times when none of the children in care were signed into classroom tracking sheets.
2. **DCF 251.06(2)(d)** states materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs, cleaning supplies, bleaches, and other hazardous, toxic, or poisonous articles shall be appropriately labeled and stored in areas inaccessible to children. Contrary to DCF 251.06(2)(d), there were disinfectant wipes labeled "keep out of reach of children" on a low shelf and accessible to children in the infant classroom.
3. **DCF 251.09(1)(L)** states a child under one year of age may not sleep in a crib or playpen that contains soft or loose materials, such as sheepskins, pillows, blankets, flat sheets, bumper pads, bibs, pacifiers with attached soft objects, or stuffed animals. No blankets and other items may be hung on the sides of the crib or playpen. Contrary to DCF 251.09(1)(L), a child under one year of age was asleep in a car seat, placed inside of a crib, while wearing a snowsuit, with a hood covering the child's face, during the monitoring visit on November 5, 2025.
4. **DCF 251.09(2)(bm)** states each child under age one shall be placed to sleep on his or her back in a crib unless otherwise specified in writing by the child's physician. The child shall be allowed to assume the position most comfortable to him / her when able to roll over unassisted. Contrary to DCF 251.09(2)(bm), there was a child under age one who was sleeping in a car seat, placed inside of a crib, during the monitoring visit on November 5, 2025.

### ADDITIONAL PENALTIES FOR FAILURE TO COMPLY

Failure to correct the violations identified above and any subsequent failure to maintain compliance with the Wisconsin Statute and Administrative Code may lead to additional sanctions and penalties, as set forth in Wis. Stat. § 48.715. Additional sanctions and penalties may include orders to stop operating, to correct violations, to submit plans of correction, forfeiture assessments, or proceedings to revoke a license. The Department may set daily forfeiture amounts ranging from \$10 to \$1000 per day, per violation.

### APPEAL RIGHTS AND PROCEDURE

Any person aggrieved by a Department action taken under Wis. Stat. §§ 48.715, 48.68(1) and/or 48.686, has the right to an administrative hearing under Wis. Stat. § 227.42. Pursuant to Wis. Stat. § 48.72, **your written request must be sent directly to the Division of Hearings and Appeals no later than ten (10) days from the date of this notice**; please attach a copy of this notice to your request for a hearing.

To submit your request for an administrative hearing under Wis. Stat. § 227.44:

<b>Send your request via U.S. Mail:</b>	<b>Hand deliver your request:</b>	<b>Send your request via Facsimile:</b>
Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875	Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI	Division of Hearings and Appeals (608) 264-9885

Contact Licensing Specialist, Tiisha Harrell at (262) 446-7846 if you have questions regarding this notice.

Sincerely,



Mary Schultek, Licensing Supervisor  
Bureau of Early Care Regulation  
**DIVISION OF EARLY CARE AND EDUCATION**

cc: Joey Roeth, Attorney, DCF Office of Legal Counsel  
Randall Gasser, Regional Licensing Manager  
Tiisha Harrell, Licensing Specialist  
Bureau of Child Care Subsidy Administration  
Milwaukee Early Care Administration  
4C for Children  
Department of Public Instruction  
Wisconsin Early Care Association  
Southeastern Regional Office Staff

Attachments: Noncompliance Statement

<b>Date Correction Plan Due</b> 11/26/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Gateway To Knowledge Lrng Ctr Llc		<b>Provider Number / Facility ID Number</b> 8000590288 / 001 - 2005223		
<b>Address - Facility (Street, City, State, Zip Code)</b> 2327 N 52Nd St Milwaukee WI 532102702		<b>Telephone Number</b> 414-210-2213	<b>Date - Regulation Visit</b> 11/4/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio was not observed in both open classrooms.	Effective immediately documentation will be logged onto the DCF form 2438 and placed into each classroom accordingly; the staff will notate their time in and out of the classroom daily under the corresponding days of the week they are in that classroom.	1 1 / 1 2 / 2 5	
2	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The center failed to adhere to a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers at all times, when none of the children in care were signed into classrooms.	Daily attendance records have been placed into each classroom and are being utilized by staff. The attendance henceforth will be taken upon entry into the assigned classroom immediately following specials and prior to dismissal	1 1 / 1 2 / 2 5	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Gateway To Knowledge Lrng Ctr Llc		8000590288 / 001 - 2005223		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2327 N 52Nd St Milwaukee WI 532102702		414-210-2213	11/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b></p> <p>Description: There were disinfectant wipes labeled "keep out of reach of children" on a low shelf and accessible to children in the infant classroom.</p>	The disinfectant wipes have been removed and placed upon a shelf out of the reach of children. Future shipments will be put on the designated shelf immediately upon arrival.	11 / 12 / 25	
4	<p>251.06(4)(a) <b>Fire Extinguishers - Operable, Inspected, Labeled</b></p> <p>Description: One of the fire extinguishers was not operable and had not been inspected since 2018.</p>	The storage unit was being cleaned out and is now empty. The extinguisher left in this room was replaced	11 / 12 / 25	
5	<p>251.07(3)(a)2. <b>Indoor Equipment - Construction, Condition</b></p> <p>Description: There was a blue couch that was torn and not in good operating condition in Room 211.</p>	The couch referred to has been removed from the room.	11 / 12 / 25	
6	<p>251.07(3)(a)5. <b>Indoor Equipment - Intended Use</b></p> <p>Description: The center failed to use an infant Blissful Diary Play Gym Mat in accordance with manufacturer's instructions when an infant was placed on the activity mat inside of a crib. The play gym and mat was labeled "for use on the floor only" and "do not use in a crib or playpen."</p>	The mat was removed from the crib and will only be used on the floor in the future	11 / 12 / 25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Gateway To Knowledge Lrng Ctr Llc		8000590288 / 001 - 2005223		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2327 N 52Nd St Milwaukee WI 532102702		414-210-2213	11/4/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.07(4)(e) <b>Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</b>  Description: Cots were uncovered and not stored in a clean and sanitary manner in Room 211.	Cots have been stacked and stored covered in the classroom, and will continue to be stacked and covered when not in use.	11 / 12 / 25	
8	251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b>  Description: Documentation of changes in a child's development and routines every three months was not observed.	The documentation of changes were completed on the first pages of each child, but in the future each page will be documented as requested.	11 / 12 / 25	
9	251.09(1)(L) <b>Infant &amp; Toddler - Soft Materials In Cribs</b>  Description: A child under one year of age was asleep in a car seat, placed inside of a crib, while wearing snowsuit, with a hood covering the child's face.	The child was removed from the seat. Going forward the temperature in the room will be adjusted prior to the child arriving so that the child's hands and feet are not cold; child will be removed from the car seat upon arrival and placed alone in the crib without additional coverings	11 / 12 / 25	
10	251.09(2)(bm) <b>Infant &amp; Toddler - Sleep Position</b>  Description: There was a child under age one who was sleeping in a car seat, placed inside of a crib during the monitoring visit.	The child was removed from the seat. In the future, child will be removed from the car seat and placed in the crib directly upon arrival.	11 / 12 / 25	

<b>Name - Certified Operator / Licensed Center</b> Gateway To Knowledge Lrng Ctr Llc		<b>Provider Number / Facility ID Number</b> 8000590288 / 001 - 2005223	
<b>Address - Facility (Street, City, State, Zip Code)</b> 2327 N 52Nd St Milwaukee WI 532102702		<b>Telephone Number</b> 414-210-2213	<b>Date - Regulation Visit</b> 11/4/2025
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
11	251.09(3)(a)10. <b>Infant &amp; Toddler - Open Containers, Leftover Food</b>  Description: An opened container of Gerber Puffs was not dated.	The container of puffs was consumed that day; In the future the date will be put onto the canister for reference.	1 1 / 1 2 / 2 5
			<b>Verification Date</b>

**NAME** - Agency Worker  
Tiisha Harrell, Crescenta Sabree

Date Issued  
11/12/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee  
Emily Addison

Date Signed  
11/12/2025