

**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 July 07, 2025 . 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:** colleen.hanser@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 7/21/2025	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 Carrie's Learning Experience Llc		Provider Number / Facility ID Number 0000591510 / 001 - 2006707		
Address - Facility (Street, City, State, Zip Code) 6005 N Teutonia Ave Milwaukee WI 532093644		Telephone Number 414-316-9239	Date - Regulation Visit 6/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Documentation of a physical exam was not observed for an employee Repeat violation: Previously cited on 5/15/2024	The employee's physical exam was obtained and filed on 07/18/2025. Preventative Action: No staff will be allowed to begin work without a valid physical exam on file.	07/18/2025	
2	251.05(2)(a)8. Staff Record - Orientation Description: Documentation of an orientation was not observed for 2 employees.	Both employees completed orientation and signed checklists were filed on 06/15/2025. Preventative Action: Orientation paperwork will now be completed and filed before staff are scheduled in ratio.	07/15/2025	

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3	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Documentation of CPR training was not observed for 2 employees.	Both employees registered for CPR, AED, and First Aid for Adult, Child, and Infant on 07/15/2025 and the course is 08/14/2025. Preventative Action: CPR renewal dates added to a compliance calendar and monitored by admin.	08/14/2025	
4	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Documentation of mandated reporter training was a not observed for an employee. Repeat violation: Previously cited on 5/15/2024	Employee completed registration and course begins on 07/29/2025. Preventative Action: Training will be completed before staff can be counted into ratio.	07/29/2025	
5	251.05(3)(e)3.d. Center Director / Small Center - Entry-Level Training Description: Documentation of a completed in the Wisconsin Child Care Administrator Credential was not observed for the director .	The director has enrolled at UW–Platteville in the Wisconsin Child Care Administrator Credential program. Enrollment was completed 07/14/2025, and coursework will begin fall semester on 09/02/2025. Preventive Action: The center will maintain ongoing documentation of the director's enrollment status, class schedules, and progress toward the credential.	09/02/2025	
6	251.05(3)(gm) Program Aide - Supervision Description: A program aide was not working under the supervision of a child care teacher when he was caring for a group of children alone.	Program aide immediately reassigned under supervision. Preventative Action: Staff reminded aides must remain under direct supervision; new supervision procedures posted in all staff binders.	07/15/2025	

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7	251.05(3)(gm)3. Program Aide - Training Description: Documentation of the required training was not observed for a program aide.			
8	251.05(3)(gm)4. Program Aide - Not Counted In Ratio Description: A program aide was being used to meet ratio.	Scheduling corrected; a qualified teacher assigned. Preventative Action: Staff roster reviewed; program aides are no longer counted in ratio.	06/13/2025	
9	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: A group of children did not have a child care teacher present when the child care teacher left the center temporarily.	Staff immediately reassigned to ensure teacher presence at all times. More staff has since been hired. Preventative Action: Staff retrained on supervision requirements and policy updated to prohibit teachers from leaving without coverage	07/15/2025	
10	251.055(1)(f) Child Tracking Procedure Description: Child care tracking was not in a room with a group of children. A child was not signed off of tracking when he left for school. Another child was signed into the wrong room. Repeat violation: Previously cited on 9/6/2024, 5/15/2024			

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11	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: A mixed age group required 2 child care workers per pro rata calculations. Only 1 child care teacher was present.	Additional staff were added immediately (Ms. Kelly). Preventative Action: Additional staff has been hired. Ratio checks added to daily staffing assignments and monitored by the Director.	07/15/2025	
12	251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size Description: A mixed age group with a child under the age of 2 years old exceeded the limit of 8 children.	Group was split immediately to comply with required ratios. Preventative Action: Scheduling adjusted to ensure compliance; daily head counts recorded on face to name sheets.	07/15/2025	
13	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Plastic gloves were accessible to infants in the infant room. A child was observed grabbing at them. Nightshade was observed in the outdoor play space. Repeat violation: Previously cited on 9/6/2024	Gloves were removed and stored out of reach immediately. Nightshade plants were removed from the play area on 07/14/2025. Preventative Action: Weekly hazard checks are now done by Ms. Kelly.	07/14/2025	
14	251.06(2)(o) Windows & Doors Used For Ventilation Description: The front door to the center was partially open Repeat violation: Previously cited on 4/9/2025	Door was immediately secured on 06/13/2025. Preventative Action: Staff retrained on not ventilating the door and doors remaining closed and locked even when actively supervised.	06/15/2025	

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15	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: The back door was obstructed by a water table.	Water table was removed on 06/15/2025. Preventative Action: Daily opening checklists now include ensuring all exits are clear.	07/15/2025	
16	251.07(3)(a)2. Indoor Equipment - Construction, Condition Description: Toys in the outdoor play space were not put together. A swing was on the ground.	Outdoor equipment was immediately removed and trashed on 06/15/2025. Preventative Action: Weekly outdoor play space inspections are now conducted by Ms. Kelly	07/15/2025	
17	251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: Children were given 2% milk.	2% milk was immediately replaced with whole milk for children under 2 years and 1%/skim for children over 2 as required. Preventative Action: A meal planning guide is posted in the kitchen, and staff were retrained on USDA meal requirements.	07/15/2025	
18	251.07(6)(g)4. Properly Clothed Children	The child was immediately provided proper clothing. Staff was reminded of clothing policies on 06/15/2025. Preventative Action: Clothing supply bins are kept on hand, and staff were retrained to keep children clothed at all times.	07/15/2025	

NAME - Agency Worker
Colleen Hanser, Rhonda Brueggemann

Date Issued
7/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed