Wisconsin Department of Children and Families

Governor Tony Evers
Acting Secretary Nadya Pérez-Reyes
dcf.wisconsin.gov

SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL
Article No. 9589 0710 5270 4288 4410 95

October 21, 2026

Kevin Rich/Neighborhood House of Milwaukee Inc
Neighborhood House of Milwaukee
2819 W Richardson Pl
Milwaukee, WI 53208

Re: NOTICE OF ORDER TO STOP VIOLATING STATUTE AND/OR ADMINISTRATIVE RULES, NOTICE OF FORFEITURE ASSESSMENT AND APPEAL PROCESS

Neighborhood House of Milwaukee
Facility ID Number: 1000280

Dear Kevin Rich/Neighborhood House of Milwaukee Inc:

This letter constitutes an order requiring that you, Kevin Rich/Neighborhood House of Milwaukee Inc., licensee of Neighborhood House of Milwaukee, stop violating Wisconsin Statutes and Administrative Code for the regulation and licensing of group child care. This letter identifies the licensing statutory and/or code violations that were identified at Neighborhood House of Milwaukee, and the sanctions ordered by the Department of Children and Families (the department) to correct these violations. This letter also imposes a forfeiture assessment, identifies additional sanctions and penalties that may result if these violations are not corrected, and informs you of your appeal rights.

The Wisconsin Department of Children and Families, under the authority of Wis. Stat. § 48.715, Wis. Stats., provides for sanctions and penalties where persons operate group child care in violation of Chapter 48 or § 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. The department may set forfeiture amounts of $10.00-$1,000 per day per violation.

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 AND FORFEITURE ASSESSMENT

On October 7, 2026, Licensing Specialist, Tiisha Harrell received a self-report from the center and Licensing Specialists, Tiisha Harrell and Crescenta Sabree conducted a follow-up visit on October 12, 2026, to Neighborhood House Of Milwaukee and found serious statute and/or rule violations endangering the health, safety and welfare of children in care. **The department orders you, Kevin Rich/Neighborhood House of Milwaukee Inc., to make corrections and stop violating the following Wisconsin Statute and Administrative Code requirements. In addition, the department imposes a forfeiture assessment for one or more of the following violations:**

1. **DCF 251.055(1)(a)** states each child shall be 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. Contrary to DCF 251.055(1)(a), a 1-year-old child was not supervised by a child care worker who was within the sight and sound of the child to guide the child's behavior and activities, to prevent harm, and to ensure safety of the child when the child entered the center without the knowledge of staff, and was located, approximately 3 minutes later, inside unsupervised.

   Forfeiture assessed for this violation: $400.00.

FORFEITURE PAYMENT

The total forfeiture amount due for all violations identified above is $400.00. You can pay the forfeiture by either accessing the E-Payment module in Child Care Provider Portal at https://mywichildcareproviders.wisconsin.gov or sending payment to the address listed below. Payment should be made payable to the State Treasurer. Send your payment within ten (10) days of the receipt of this notice to the Bureau of Early Care Regulation 635 N. 26th St. Milwaukee, WI 53233. Include the attached remittance notice. Forfeiture payments are deposited in the School Fund.

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:

Send your request via U.S. Mail:	**Hand deliver your request:**	**Send your request via Facsimile:**
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

(Complete, detach, and return this remittance slip with payment)

REMITTANCE SLIP

FACILITY ID NUMBER: 1000280

FACILITY NAME AND ADDRESS	REGIONAL OFFICE
Kevin Rich/Neighborhood House of Milwaukee Inc 2819 W Richardson Pl Milwaukee, WI 53208	Southeastern Regional Office 635 N 26th St Milwaukee, WI 53233
LICENSING SPECIALIST Tiisha Harrell	AMOUNT DUE $400.00

Make check payable to **State Treasurer**. Please return this remittance slip with your payment within 10 days of receipt of this letter to:

Bureau of Early Care Regulation
635 N. 26th St.
Milwaukee, WI

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/4/2026		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.

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
Neighborhood House Of Milwaukee	0000563840 / 004 - 1000280

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
2819 W Richardson Pl Milwaukee WI 53208	414-933-6161	10/12/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(a)2.d. **Parent Notification - Child's Whereabouts Unknown** Description: The center failed to notify the parent, immediately, when a child's whereabouts were unknown to the assigned provider.	Staff have been retrained in procedure to immediately inform families about the whereabouts of their child, specially in an emergency situation.	10/08/2026	
2	251.05(2)(a)6. **Staff Record - Days & Hours Worked** 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 for October 6, 2026 in the Grey Squirrel Room, when a staff person failed to sign out of the classroom.	Staff have been trained to follow the sign-in/out procedures of documenting their hours when included in the staff-to-child ratios.	10/08/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.055(1)(a) **Supervision Of Children** Description: A child was not supervised by a child care worker who was within the sight and sound of the child to guide the child's behavior and activities, to prevent harm, and to ensure safety of the child when a 1 year-old child entered the center without the knowledge of staff, and was located inside unsupervised.	Staff have been retrained in active supervision procedures and policies. Staff reviewed the need to position of teachers, to scan and count and to track children throughout the day.	10/08/2026	
4	251.055(1)(f) **Child Tracking Procedure** Description: The center failed to adhere to a procedure to ensure the whereabouts of children in care are known at all times when a 1 year-old child left the outdoor play space, entered the center and was unsupervised for approximately 2.5 minutes.	Staff have been retrained on tracking proper procedures of scanning and counting children every 15 minutes to account for the whereabouts of children in their care are known at all times. Staff understand the importance of this tracking procedure especially during transition times and gross motor play in the outdoor play space.	10/08/2026	
5	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: There was an unlocked door labeled "this door must be locked at all times," containing items labeled "keep out of reach of children," and other unlocked closets and offices containing items labeled "keep out of reach of children," all items were accessible to an unsupervised child. Repeat violation: Previously cited on 1/22/2026	Building and grounds staff will lock the door identified in order to keep the items inaccessible to children.	10/12/2026	

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Neighborhood House Of Milwaukee			0000563840 / 004 - 1000280	
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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
6	251.09(1)(g) **Infant & Toddler - Safety Gates** Description: There were no safety gates at the opening of stairways that were accessible to an unsupervised 1 year-old child.	Staff will actively supervise children at all times to ensure stairways are inaccessible to children.	10/08/2026	

NAME - Agency Worker
Tiisha Harrell, Crescenta Sabree

Date Issued
10/21/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/28/2026