

Date Correction Plan Due 5/5/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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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		Provider Number / Facility ID Number		
Superior Children's Center		9000578409 / 003 - 1014318		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2416 Hill Ave Superior WI 54880		715-395-1933	4/23/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(g) Copy Of Policies Available Description: Contrary to rule, there was not a copy of the child care policies of the center made available to the parents in an area of the center accessible to parents.	A copy of Superior Children's Center Parent Handbook was hung in center entry way next to DCF Rule book.	5/1/26 DONE	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance record was not current and accurate on the day of the monitoring visit when there were 20 children in care and only 19 children were signed in for a period of approximately 10 minutes. It was also observed by the licensing specialist that there were 4 children in care in the 1's Room and only 3 children were signed in.	Staff has been instructed to sign in each child immediately upon arrival on the teacher attendance record.	4/23/26	

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3	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Staff C and Staff D did not have a staff health report on file on the day of the monitoring visit.</p> <p>Repeat violation: Previously cited on 5/16/2025, 11/19/2024</p>	Staff C and D will be issued a staff health report to be completed by a physician.	7/1/26	
4	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: The center did not have accurate documentation of days and hours worked and in which specific classrooms for staff who are being counted in staff-to-child ratio.</p>	Center Director will develop a document to record days and hours worked for staff in each classroom.	5/18/26 started 5/26/26	
5	<p>251.05(2)(a)7. Staff Record - Continuing Education</p> <p>Description: There was no documentation of the yearly requirements for continuing education for 2025 available for review during the monitoring visit for Staff A, B, D, or E.</p>	Continuing Education documentation will be kept in personnel files for all employees going forward. 2025 documentation was placed in files on 5/9/26	5/8/26	

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<p>6 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Staff C has been employed as an assistant teacher since 9/5/2025 and did not have documentation of qualifications in the file on the day of the monitoring visit.</p> <p>Repeat violation: Previously cited on 5/16/2025</p>	<p>Staff C will contact previous employer and college of attendance to get documentation of qualifications.</p>	<p>8/1/26 5/20/26 Received transcripts</p>	
<p>7 251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Rule states meal preparation personnel who prepares meals shall document annual training of at least 1 hour in kitchen sanitation, food handling and nutrition. Contrary to rule, there was no documentation of this annual training for Staff A, a staff member who prepares meals.</p>	<p>Staff A will complete the required training annually for kitchen sanitation, food handling, and nutrition. 2026 training needs to be completed by June 1, 2026</p>	<p>6/1/26 completed 5/25/26</p>	
<p>8 251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: At least one child care teacher shall supervise each group of children. On the day of the monitoring visit, a child care worker only holding the qualifications of assistant teacher was providing sole supervision to a group of 4 children in the 1's Room.</p>	<p>Staff schedules will be reviewed and changed to ensure a lead qualified teacher is present in each classroom at all times.</p>	<p>5/7/26</p>	

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9	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: Staff-to-Child ratios were not being met in the Toddler 2 Room on the day of the monitoring visit. This room required a second staff person according to the calculations of the Staff-to-Child ratio worksheet.</p> <p>For a mixed-age group a numerical weight 1.05 or above would require 2 staff persons. There were 10 children in care under the supervision of one child care worker, and the numerical weight for this room was 1.394 for a period of 28 minutes between 8:32am and 9:00am.</p>	Staff schedules will be reviewed and changed to ensure staff-to-child ratio is met.	4/24/26	
10	<p>251.06(11)(bm)3. Outdoor Play Equipment - Construction, Condition</p> <p>Description: The outdoor play equipment was in poor condition on the day of the monitoring visit. Multiple pieces of play equipment had rusted, broken, or were unusable for children.</p>	Outdoor play equipment will be repaired, removed and/or replaced.	8/31/26 7/15/26	
11	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: The parking lot on the premises has multiple large potholes and damage to the asphalt. There were also broken pieces of play equipment with sharp edges in the outdoor play area.</p> <p>Repeat violation: Previously cited on 5/16/2025</p>	Parking lot will repaired.	8/31/26 7/31/26 - 8/31/26	

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12	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: It was observed during the monitoring visit that hand soap and disinfectant solution labeled "keep out of reach of children" were in areas accessible to children. Repeat violation: Previously cited on 12/2/2025	All staff members were instructed to keep hand soap containers and sanitizing/disinfectant solutions in a locked cabinet or on top shelves when not being used to ensure they are not accessible to children	4/29/26	
13	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: The premises was not clean or in good condition on the day of the monitoring visit. Many areas of the outdoor premises were in need of repair, and the indoor environment is in need of cleaning. The licensing representative observed a dirty/sandy diaper changing surface, broken toys/equipment, and general uncleanliness throughout the center.	The center will be deep cleaned. staff was instructed to deep clean diaper changing area daily. staff was instructed to remove broken toys from classroom immediately.	8/31/26 6/26/26-7/11/26 4/29/26 4/29/26	
14	251.06(2)(i) Deteriorating Paint Description: Flaking and deteriorating paint was observed on the downstairs stairwell leading to the outdoor play area, on the siding in the outdoor play area, on the outbuilding in the outdoor play area, and on multiple pieces of outdoor equipment.	Flaking/deteriorating paint will be scraped and repainted.	8/31/26 6/11/26-7/15/26	

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15	<p>251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width</p> <p>Description: Exits and passageways shall have a minimum clear width of 3 feet and be unobstructed by furniture or other objects. The center has multiple 1/2 doors that do not have a one hand one motion handle which is considered an obstruction.</p> <p>Repeat violation: Previously cited on 5/16/2025</p>	<p>Contractor has been contacted. The doors will be replaced or equipped with one hand one motion handles.</p>	8/31/26	
16	<p>251.06(7)(a) Indoor Space - Square Footage Per Child</p> <p>Description: The Toddler 2 Room (on the upper level kitchen side) has the square footage available to care for 16 children. It was observed during the monitoring visit that 22 children were in care in this room during the opening hours of the center.</p>	<p>Staff schedules will be reviewed and changed to allow children to move to another classroom to ensure the square footage per child is being adhered to.</p>	5/4/26	
17	<p>251.06(9)(a)1. Kitchen - Required Equipment & Utensils</p> <p>Description: It was observed during the monitoring visit that a child care worker assisted a child in blowing their nose, and washed their hands afterwards in the kitchen sink that is exclusively used for food preparation and dishwashing.</p> <p>Rule states, in pertinent part, that when meals are prepared on the premises, the kitchen shall be equipped with a sink. The sink shall be used exclusively for food preparation and dishwashing.</p>	<p>All Staff were instructed to use bathroom sinks for handwashing purposes. A sign has been posted in kitchen area stating "SINK TO BE USED FOR FOOD PREPARATION AND DISHWASHING ONLY"</p>	5/4/26	

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18 251.06(9)(d)2.a. Food Storage - Dry Food Description: A bag of opened crackers was stored in a bag that was taped shut and was without a date. Dry foods, if opened, are required to be stored in bags with zip-type closure or containers with a tight-fitting cover and should be labeled.	All Staff were instructed to use zip-lock bags and date when any food is left over after use. (personal or center provided)	5/4/26	
19 251.07(3)(f) Trampolines & Inflatable Bounce Surfaces Description: The Assistant Director stated that children in care use a small indoor trampoline, which was observed near the Toddler 2 Room by the licensing specialist. Rule states that trampolines on the premises shall not be in areas accessible to children and may not be used by the children in care.	The trampoline was removed and thrown out.	4/23/26 DONE 4/23/26	
20 251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: Child care workers disclosed that the disinfectant solution that is used for diaper changing surfaces is also used on eating surfaces. Per rule, eating surfaces shall be cleaned and sanitized before and after each use.	Staff was instructed to clean and sanitize tables and counters with hot, soapy water followed by bleach/water solution for sanitizing. Spray bottles will be labeled and placed in each eating area.	4/28/26	

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21 251.09(1)(e) Infant & Toddler - Provider Training Description: Staff C, E, and F, are regularly assigned assistant child care teachers for infants and toddlers, did not have documentation of completing a minimum infant and toddler care training approved by the Department within six months after beginning to work with infants and toddlers.	Staff C has been instructed to contact previous employer and college attended to get documentation. Staff E will complete necessary training when next available training is offered. Staff F no longer employed.	8/1/26 5/21/26	
22 251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: Child care workers in the Infant and 1's Rooms reported that a bleach solution with an unknown ratio of bleach-to-water is used to disinfect diaper changing surfaces. Rule requires that the disinfectant solution shall be registered with the U.S. environmental protection agency as a disinfectant and have instructions for use as a disinfectant on the label. The diaper changing surface in the 1's Room bathroom is not an easily cleanable surface, as is required by rule.	A disinfectant solution will be purchased and placed in each diaper changing area A diaper changing mat will be purchased to be used in Toddler 1's room.	5/18/26 Received 5/13/26 Received 5/14/26	

NAME - Agency Worker
Amelia Gruber

Date Issued
4/28/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
5/12/26