Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
3/25/2026		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
Collins Academy	1000586101 / 003 - 2005579

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1115 S 7Th St Milwaukee WI 532042329	414-808-0043	2/24/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. **Child Record - Immunization History** Description: Child 1 did not have immunizations available for review at the time of the monitoring visit.	We will make sure that all immunizations are in each child's file before the 30 day deadline.	3/20/2026	
2	251.04(6)(a)8.a. **Child Record - Physical Exam - Under 2** Description: Child 1 did not have a health examination on file and available for review at the time of the monitoring visit. Repeat violation: Previously cited on 7/3/2024	We will make sure that the health report forms are returned from all parents before the due date	3/27/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.04(6)(a)8.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Child 4 does not have a health examination available for review at the time of the monitoring visit.	We will make sure that the health report forms are returned from all parents by the due date	3/27/2026	
4	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff B did not have documentation of a physical examination within 30 days of employment at the Center. Repeat violation: Previously cited on 3/1/2024	We will make sure that the staff health report forms or printouts from doctor is printed and placed in the files	3/20/26	
5	251.05(3)(b) **Abusive Head Trauma Prevention Training** Description: Staff A (driver) did not have Abusive Head Trauma training available for review at the time of the monitoring visit.	All drivers will receive abusive head trauma training before driving children	3/27/26	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	251.055(1)(a) **Supervision Of Children** Description: Children were not properly supervised on February 12, 2026 when a child was bit by another child and a child bit themselves multiple times. An assigned caregiver had left the room and the 2nd caregiver was occupied doing other things, not providing direct care and supervision to the children. There were three young males that ran to the bathroom without proper sight and sound supervision during the monitoring visit. Repeat violation: Previously cited on 3/1/2024	Staff will be re-trained on supervision and the rules concerning supervision.	3/20/26	
7	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: A child care teacher was not present in a room when a child bit another child. The teacher was outside of the classroom and there was only an assistant teacher present in the room at the time of the occurrence.	Staff will be re-trained on supervision and the rules concerning supervision	3/20/26	
8	251.055(1)(f) **Child Tracking Procedure** Description: The tracking system being implemented at the time of the monitoring visit failed. There were sixteen children being tracking in a mixed age group classroom. There were twelve children present at the time. Repeat violation: Previously cited on 3/1/2024	The center will take the advice of the licensor and implement a tracking system that works better for the center.	3/20/26	

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9	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: A cleaning closet door was open with cleaning supplies labeled □keep out of reach of children□ inside; accessible to children in care.	Cleaning closet is now locked and will remain locked moving forward	3/20/26	
10	251.06(9)(c)1. **Safe Food** Description: Infant/toddler food that was opened was not labeled with the date of opening. The container reads to □use within one month after opening□.	All food will be labeled immediately and after opening	3/20/26	
11	251.07(1)(e)2. **Child-Selected Activities** Description: A child was placed within a □table seat□ and not provided with anything to do. Child ultimately began biting himself.	The owner has removed the table and staff were told that all children should be engaged in an appropriate activity	3/20/26	
12	251.09(1)(j) **Infant & Toddler - Crib Mattresses & Coverings** Description: Pack and Plays mattress utilized for infant sleep was not tight fitting during the monitoring visit.	Pack N plays will be examined thoroughly to make sure that the sheets are tight fitting	3/20/26	

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13	251.09(4)(a)3. **Infant & Toddler - Diaper Changing Surface Disinfection** Description: The diaper changing surface was not disinfected after a diaper change.	Staff will be re-trained on how to properly change diapers including the cleaning steps.	3/20/26	
14	251.09(4)(b) **Infant & Toddler - Sinks In Self-Contained Area** Description: The mixed age classroom did not have a self contained sink for handwashing after diaper changing (diapering of a two year old). Repeat violation: Previously cited on 2/5/2025	ROOM will have a sink moving forward, if not, children under 2 will not be in the classroom	3/20/26	

NAME - Agency Worker
Mindi Sabljak, Rhonda Brueggemann

Date Issued
3/11/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
3/20/2026