Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/23/2026		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	9/22/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: 251.05(2)(a)3.a. states that a report on a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired shall be kept in the staff file. Contrary to 251.05(2)(a)3.a. s health report was not on file for staff A. Repeat violation: Previously cited on 2/24/2026	Moving forward. We will make sure all staff have their health report form within 30 days of employment.	10/23/26	

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2	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: 251.06(2)(d) states materials potentially harmful to children including bleaches, and other hazardous, toxic, or poisonous articles shall be appropriately labeled and stored in areas inaccessible to children in care. Contrary to 251.06(2)(d) a bottle labeled bleach was sitting on a window sill and accessible to children in care and there was a poisonous plant of the name Night Shade observed growing in the outside play area. Repeat violation: Previously cited on 2/24/2026	We will make sure all hazards ~~from~~ care ~~att~~ kept away from all children ~~at~~ all times.	9/23/26	
3	251.06(2)(i) **Deteriorating Paint** Description: 251.06(2)(i) states that there should be no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children. Contrary to 251.06(2)(i) there was peeling paint observed in the 2-4 year old room and in the outside area on the wooden staircase and ramp.	We will make sure that there's no flaking and peeling paint in areas accessible to children.	9/23/26	

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4	251.07(1)(e)4. **Daily Outdoor Activities** Description: 251.07(1)(e)(4) states if a center is in operation for more than 3 hours per day, daily outdoor activities except during inclement weather or when not advisable for health reasons is required. Contrary to 251.07(1)(e)(4) the center decided not to take the children outdoors even though there was no inclement weather or any health reasons.	We will make sure that the Program Schedule is followed at all times including Outside Play.	9/23/26	
5	251.07(6)(dm)3.a. **Medical Log - Observation Or Evidence Of Injury** Description: 251.07(6)(dm)3.a states any observation or evidence of injury including bruises that are seen on a child should be recorded in the medical log book. Contrary to 251.07(6)(dm)3.a, The Licensing Specialists observed a child during the monitoring visit who had a bruise on his forehead that was not documented in the medical log book.	We will do all head to toe check upon arrival and log all injuries.	9/23/26	
6	251.07(6)(f)6. **Current Authorizations For Medications On Premises** Description: 251.07(6)(f)6 states that no medication intended for use by a child in the care of the center may be kept at the center without a current medication authorization from the parent. Contrary to 251.07(6)(f)6 the center stored medication including an expired insulin pen, for a child that was no longer enrolled at the center.	When child is no longer enrolled, we will remove all meds from the center	9/23/26	

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7	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description: 251.09(1)(c) states that documenting changes in infant and toddler development is required every 3 months based on discussion with the parent. Contrary to 251.09(1)(c) the physical and social development section was blank for an infant in care.	We will make sure parents completes intake form properly and staff is updating as required	9/23/26	
8	251.09(4)(a)4. **Infant & Toddler - Diaper Changing Surface Safety** Description: 251.09(4)(a)4 states that the diapering surface above floor level must be safe to prevent falling. Contrary to 251.09(4)(a)4 the diaper changing table located in the 2-4 yr old room was observed to not be sturdy for the weight and size of children ages 2-4. The changing table was easily rocking back and forth when the Licensing specialists touched the surface with their hands.	Diaper changing table will be removed and replaced.	9/23/26	

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9	251.09(4)(b) **Infant & Toddler - Sinks In Self-Contained Area** Description: 251.09(4)(b) states that each classroom or area serving infants or toddlers who are diapered shall have a sink with hot and cold running water which is not used for food preparation or dishwashing within the room or area. Contrary to 251.09(4)(b) a staff member in the 2-4 year olds room stated that she washed a bottle in the same sink where she washed her hands as there is only 1 sink in that room. Repeat violation: Previously cited on 2/24/2026, 2/5/2025	Staff has been informed to not wash bottles or any item in the hand washing sinks.	9/23/26	

NAME - Agency Worker
April Lynch, Paul Spink

Date Issued
10/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/16/26