



## Licensing Non-Compliance and Violations

School Name: New Berlin

Inspection Date: 1/29/2026

Noncompliance or violation summary received: 2/11/2026

Plan of Correction Due date: 2/25/2026

Plan of Correction Submitted: 2/12/2026

Today's Date: 2/12/2026

### 1. Violation:

- Standard or Regulation:  
251.05(2)(a)3.a. Physical Examination
- Summary of the requirement stated in licensing regulations:
  - 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.
- The circumstances of the violation:
  - Could not locate staff members health report.
- Correction already made.
  - Staff member had formed signed by the end of the business day 1/29/2026
- Additional corrections  
Closely monitoring staff files and ensuring that they are being tracked for all required items

### 2. Violation:

- Standard or Regulation:  
251.05(2)(a)6
- Summary of the requirement stated in licensing regulations:  
. Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio shall be maintained by the center.



- The circumstances of the violation:
  - Teacher did not sign in of clipboard 1/29/2026
- Correction already made.
  - Staff members retrained on how to properly use the logs and the importance of them.
- Additional corrections

Staff sheets will be closely monitored throughout the day to ensure proper use.

**3. Violation:**

- Standard or Regulation:

251.05(3)(cm)
- Summary of the requirement stated in licensing regulations:

Training on child abuse and neglect reporting requirements. Within one week after beginning work at the center and at least every 2 years thereafter, each employee or volunteer who comes in contact with children in care shall complete training in all of the following: 1. Child abuse and neglect laws. 2. How to identify children who have been abused or neglected. 3. The procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.
- The circumstances of the violation:
  - Teacher did not print newest certificate.
- Correction already made.
  - Staff member had it to me within an hour of the licensing visit.
- Additional corrections

Closely monitoring staff files and ensuring that they are being tracked for all required items

**4. Violation:**

- Standard or Regulation:

251.055(1)(b)



- Summary of the requirement stated in licensing regulations:

At least one child care teacher shall supervise each group of children, except as provided in par. (c). This rule must be used in relation to the definition of group. When only one child care worker is required for the number of children in care, that person must meet the qualifications of a child care teacher.

- The circumstances of the violation:

- Teacher working with The Early Education Station on the whereabouts of her lead teacher certificate.

- Correction already made.

- Staff member contacted the EES and The Registry.

- Additional corrections

Most files that would pose an issue are older staff files. Closely monitoring staff files and ensuring that they are being tracked for all required items

#### 5. Violation:

- Standard or Regulation:

251.06(9)(d)1.c.

- Summary of the requirement stated in licensing regulations:

Each cold storage facility shall be equipped with a clearly visible accurate thermometer.

- The circumstances of the violation:

- Thermometer fell into the box of milk in the classroom fridge. Located and image sent to licensor

- Correction already made.

Located and image sent to licensor by 4:30 PM that same day.

- Additional corrections

#### 6. Violation:

- Standard or Regulation:

251..07(6)(dm)2.



- Summary of the requirement stated in licensing regulations:
- . Pages may not be removed from the medical log book under subd. 1. and lines may not be skipped. Each entry in the log book shall be in ink, dated, and signed or initialed by the person making the entry.
- The circumstances of the violation:
  - Very bottom line of medical log book not filled out or crossed off.
- Correction already made.

Staff being retrained at PDD on how to properly fill out medical log book. Teacher that was in classroom directly retrained on the spot.
- Additional corrections

Medical logs are checked once a month instead of once every six months.

**7. Violation:**

- Standard or Regulation:

251.07(6)(f)6
- Summary of the requirement stated in licensing regulations:

No medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent.
- The circumstances of the violation:
  - Medications and forms not up to date and accurate.
- Correction already made.

Medication bin was gone through by the end of the business day 1/29/2026.
- Additional corrections

Medication drawers will be gone through the first week of each new month and removed if the date is within that month.

**8. Violation:**

- Standard or Regulation:

251.09(3)(a)2



- Summary of the requirement stated in licensing regulations:

Ensure that food, breast milk, and formula brought from home are labeled with the child's name and the date and are refrigerated, if required.

- The circumstances of the violation:

- Infant formula was not dated for when it was opened.

- Correction already made.

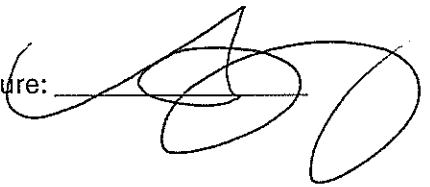
Staff reminded to label and date all items when they are opened. Management modeled the proper labeling techniques.

- Additional corrections

Frequent monitoring checks will be done over the next 3 months to ensure the teachers are properly labeling and dating all items.

***I attest that this action plan accurately reflects the actions I have taken or have proposed to take to ensure substantial compliance for my school, teachers, and general operations.***

School Director Name: Miss Memolo

School Director Signature: 

Executive Director Name: Yvette Vana

Executive Director Signature: Yvette Vana