

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE
STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated April 21, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** Katrina.Tarantino1@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
635 N 26th ST

MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due 5/5/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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Name - Certified Operator / Licensed Center St. Paul's Child Care Center		Provider Number / Facility ID Number 4000 90474 / 001 - 2005521		
Address - Facility (Street, City, State, Zip Code) 7835 W Grant St West Allis WI 532191712		Telephone Number 414-541-6251	Date - Regulation Visit 4/13/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child #4, under the age of 2, did not have an updated health report on file. The report on file was dated 9/29/25.	As part of the annual immunization state reporting, we have just checked all students' files for updated forms for child health and Immunization. We are in the process of receiving updated forms back. Adding task to calendar to check every 2 months. Forms added to Parent Board by front entrance.	May 15, 2026	
2	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Child #2, under the age of 5, did not have an updated health report on file. The report on file was dated 10/26/23.	As part of the annual immunization state reporting, we have just checked all students' files for updated forms for child health and Immunization. We are in the process of receiving updated forms back.	May 15, 2026	

		Adding task to calendar to check every 2 months. Forms added to Parent Board by front entrance.		
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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.

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St. Paul's Child Care Center		4000590474 / 001 - 2005521		
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7835 W Grant St West Allis WI 532191712		414-541-6251	4/13/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: There was no physical exam on file for Staff B. Repeat violation: Previously cited on 1/14/2025, 9/24/2024	Staff will be required to complete Staff Health form by the end of the month. During staff files review after 4/13/26 visit, a second staff needs same health completed. Will have the same requirements.	May 29, 2026	
4	251.05(2)(a)7. Staff Record - Continuing Education Description: Staff C did not complete at least 15 hours of continuing education for 2025.	During staff continuing education hours review after 4/13/26 visit, second staff member also missing 15 hours. Action plans to get staff members on track with continuing education will be issued.	May 15, 2026	
5	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A and Staff C did not have current Child Abuse & Neglect trainings on file.	ALL staff required to complete both Abusive Head Trauma and Mandatory Reporter training by May 1, 2026.	May 1, 2026	

6	<p>251.06(11)(bm)1. Outdoor Play Equipment - Intended Use</p> <p>Description: The large play structure in the outdoor play space is recommended for children ages 5-12, based on manufacturer recommendations. Children under the age of 5 were observed climbing on the equipment.</p>	<p>As of 4/14/2026, NO child care children will be allowed to use the playset.</p> <p>Plan to install temporary fencing to remove access to the playset half of the outdoor play area and offer other activities during outdoor time. 5/15/2026</p> <p>We are investigating options to bring area into compliance.</p>	<p>8/1/2026 to have a plan and budget to fund improvement.</p>	
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7	<p>251.07(6)(dm)2. Medical Log - Pages & Entries</p> <p>Description: There were skipped lines observed in medical log books.</p>	<p>Staff meeting discussion 4/23/2026.</p>	<p>4/23/2026</p>	
8	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: There were medical log books that were not reviewed within the last 6 months.</p>	<p>Medical log books reviewed and checked against incident reports and medication forms. We review again during May Staff meeting on May 14, 2026</p>	<p>5/15/2026</p>	

9	<p>251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: There were intake under two forms observed that did not have updates documented within the last 3 months.</p>	<p>Staff meeting discussion on 4/23/2026.</p> <p>Direct discussion with responsible lead teachers to have updates completed, initialed and dated by parents by the end of May.</p>	<p>May 29, 2026</p>	
10	<p>251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home</p> <p>Description: A container of formula brought from that child's home was not dated.</p> <p>There were bottles of milk in the refrigerator that were not dated.</p>	<p>Staff meeting discussion on 4/23/2026.</p> <p>Staff reminds parents about labeling but staff ultimately responsible for labeling if not done by parent.</p> <p>All food items opened to be dated by staff opening items.</p> <p>Periodically checks to begin with google form.</p>	<p>May 18, 2026</p>	

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<p>Rule/Statute Number Noncompliance Statement</p>	<p>Correction Plan</p>	<p>Expected Completion Date</p>	<p>Verification Date</p>
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NAME - Agency Worker
Katrina Tarantino

Date Issued
4/21/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee **Tracy Schaber 5/5/2026**

Date Signed

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