SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL Article No.
9589 0710 5270 4098 4999 89

September 11, 2026

Greg Margrett c/o Tracy Schaber
St. Paul's Lutheran Church
7835 W Grant St
West Allis, WI 53219

RE: **NOTICE OF ORDER, SANCTIONS AND APPEAL PROCESS**

St. Paul's Child Care Center
Facility ID Number: 2005521

Dear Greg Margrett/St. Paul's Lutheran Church:

This letter constitutes an order requiring that you, Greg Margrett/St. Paul's Lutheran Church, licensee of St. Paul's Child Care Center, stop violating Wisconsin Statutes and Administrative Code for the regulation and licensing of group child care. This letter notifies you of the licensing statutory and/or code violations that were identified at St. Paul's Child Care Center, and the sanctions ordered by the Wisconsin Department of Children and Families (the department) to correct these violations. It also provides notice of possible additional sanctions and penalties that may result if the violations are not corrected and informs you of your appeal rights.

The department, under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate group child care in violation of Chapter 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care center shall post with the license any notice received from the department relating to rule violations. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.

A Noncompliance Statement and Correction Plan is being issued and is enclosed with this letter.

ORDER

On September 8, 2026, licensing specialists Katrina Tarantino and Daniel Noel observed serious and/or repeat statute and/or rule violations during a monitoring visit at St. Paul's Child Care Center. The department orders you, Greg Margrett/St. Paul's Lutheran Church, to immediately make corrections and stop violating the Wisconsin Statute and Administrative Code, as follows:

1. **DCF 251.07(6)(f)1.a.** states a written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent is on file. Blanket authorizations that exceed the length of time specified on the label are prohibited. Contrary to DCF 251.07(6)(f)1.a., there was no medication authorization on file for a child's inhaler. **This rule was previously cited on May 6, 2025, January 14, 2025, and September 24, 2024. It was also included in a warning letter dated September 30, 2024.**

ADDITIONAL PENALTIES FOR FAILURE TO COMPLY

Failure to correct the violations identified above and any subsequent failure to maintain compliance with the Wisconsin Statute and Administrative Code may lead to additional sanctions and penalties, as set forth in Wis. Stat. § 48.715. Additional sanctions and penalties may include orders to stop operating, to correct violations, to submit plans of correction, forfeiture assessments, or proceedings to revoke a license. The department may set daily forfeiture amounts ranging from $10 to $1000 per day, per violation.

APPEAL RIGHTS AND PROCEDURE

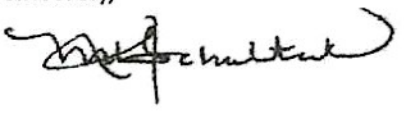
Any person aggrieved by a department action taken under Wis. Stat. §§ 48.715, 48.68(1) and/or 48.686, has the right to an administrative hearing under Wis. Stat. § 227.42. Pursuant to Wis. Stat. § 48.72, **your written request must be sent directly to the Division of Hearings and Appeals no later than ten (10) days from the date of this notice**; please attach a copy of this notice to your request for a hearing.

To submit your request for an administrative hearing under Wis. Stat. § 227.44:

Send your request via U.S. Mail:	**Hand deliver your request:**	**Send your request via Facsimile:**
Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875	Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI	Division of Hearings and Appeals (608) 264-9885

Contact Licensing Specialist Katrina Tarantino at 262-446-7835 if you have questions regarding this notice.

Sincerely,



Mary Schultek, Licensing Supervisor
Bureau of Early Care Regulation
DIVISION OF EARLY CARE AND EDUCATION
Division of Early Care and Education Phone: 262-446-7800 Bureau of Early Care Regulation 262-446-7991
Southeastern Regional Office

cc: Joey Roeth, Attorney, DCF Office of Legal Counsel
Randall Gasser, Regional Licensing Manager Katrina Tarantino, Licensing Specialist Bureau of Child Care Subsidy Administration Milwaukee Early Care Administration
4C for Children
Department of Public Instruction
Wisconsin Early Care Association Southeastern Regional Office Staff

Attachments: Noncompliance Statement

Date Correction Plan Due 9/25/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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
St. Paul's Child Care Center		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** 9/8/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: There were two staff present in the 2 year-old room but neither were signed in. Repeat violation: Previously cited on 9/24/2024	Staff signed in while inspection was occurring. Times verified against time cards. Adding signage on desks reminder. Staffing meeting item.	October 8, 2026	
2	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: The finish on the sink cabinet in the 2 year-old room was peeling off of the cabinet.	Worked completed. Kick plates added sink cabinet doors in 3 of 4 room. Issue was recognized and plan to correct was in place but not completed by time of inspection. Material for correction shown at visit.	9/14/26	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
St. Paul's Child Care Center		4000590474 / 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** 9/8/2026	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: A tornado drill was not practiced in August 2026. Repeat violation: Previously cited on 9/24/2024	Administrator forgot to document tornado drill. Double entry system will now be in place. Marked as missed entry. September 17, 2026 tornado drill with school.	9/18/2026	
4	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: There was no record of tornado drills being practiced in August 2026.	Administrator forgot to document tornado drill. Double entry system will now be in place. Marked as missed entry. September 17, 2026 tornado drill with school.	9/18/2026	
5	251.07(3)(a)5. **Indoor Equipment - Intended Use** Description: A baby was observed in a baby bouncer in a crib, which does not follow manufacturers recommendations for the equipment.	Staff meeting agenda item. Classroom equipment review and recommended age, weight, usages.	October 8, 2026	

6	251.07(6)(f)1.a. **Medication Administration - Parent Authorization** Description: There was no medication authorization on file for a child's inhaler. Included in a warning letter dated 9/30/24. Repeat violation: Previously cited on 5/6/2025, 1/14/2025, 9/24/2024	New student, parent was given medication authorization form prior to start. Follow up was missed. Parent stated they were "waiting on doctor information." Day of inspection, parent was contacted to come in and paperwork was completed that day.	9/8/2026	

NAME - Agency Worker
Katrina Tarantino, Daniel Noel

Date Issued
9/11/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Name - Certified Operator / Licensed Center	Provider Number / Facility ID Number
St. Paul's Child Care Center	4000 90474 / 001 - 2005521

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
7835 W Grant St West Allis WI 532191712	414-541-6251	9/8/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.07(6)(f)3. **Medication - Storage** Description: A child's inhaler was in the child's backpack in a cubby which was accessible to children in care.	Inhaler is a shared item between home and child care. Parent is to be given to the classroom teacher daily and stored in classroom. Teacher is to return to parent at pick up.	9/8/2026	
8	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Two bottles of milk in the refrigerator of the infant room were not dated. A pouch of baby food in the refrigerator in the infant room was opened but not dated. Repeat violation: Previously cited on 4/13/2026	Staffing meeting item. Review of food handling procedures including labeling. Google form for spot inspection, started 9/24/26.	October 8, 2026	

Tracy Scheller 9/23/26