DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/30/2026		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
Elm Grove Presch And Child Care Ctr	6000558906 / 004 - 1016004

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
750 Wall St Elm Grove WI 531222639	262-786-9495	10/14/2026

	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: 251.04(6)(a)8.a. states that each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor more than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter. Contrary to 251.04(6)(a)8.a. child #3 did not have a current physical examination on file.	The family had given the form to the doctor on the appointment day (8/19/26), but the doctor did not fill it out + sign it at that time and then was out of office for a substantial amount of time. The doctor's office mailed the form to the parent the week of 10/12/26, but the parent had not yet received it by the date of the visit. As soon as the parent receives it, she will bring it in.	10/16/26	
2	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: 251.05(3)(cm) states that ach employee or volunteer who comes in contact with children in care shall complete biennial training in child abuse and neglect. Contrary to 251.05(3)(cm) staff B did not have a current certificate of child abuse and neglect training on file.	The staff member had been told about this expiration date and completed the training before the end of the day.	10/14/26	

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3	251.055(1)(f) **Child Tracking Procedure** Description: 251.055(1)(f) states that The center shall implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times. Contrary to 251.055(1)(f) the child tracking procedure was not correctly implemented in the Little Tod's room. There were 4 children signed in however there was only 1 child present. Repeat violation: Previously cited on 6/1/2026	Three of the children were napping in the nap room. Our in+out sheets will be re-vamped to allow for room for naptime sign ins and sign outs and children will be properly signed in+out. *Their clothespins were moved with them to the correct room.	10/16/26	
4	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: 251.09(1)(b) states that intake information for an infant or toddler shall be on file in the room or area to which the child is assigned and shall be known to the child care worker. Contrary to 251.09(1)(b) the intake information was not available in the Little Tod's room where one infant was in care.	Two binders will exist in LittleTodds with copies of both infant + toddler intakes and updates so that all children's information is available to all teachers and doesn't have to move between rooms.	10/16/26	

NAME - Agency Worker
April Lynch

Date Issued
10/16/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/16/26