

Date Correction Plan Due 9/22/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN
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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)(f) 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 Glendale Heights	Provider Number / Facility ID Number 6000566586 / 001 - 225881		
Address - Facility (Street, City, State, Zip Code) 2315 W Good Hope Rd Glendale WI 53209	Telephone Number 414-362-2551	Date - Regulation Visit 8/12/2025	
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(3)(f) Report - Unknown Whereabouts Or Left Premise Description: The licensee failed to report to the department an incident that resulted in the provider not knowing the whereabouts of a child in attendance at the center within 24 hours of the occurrence. Per video footage & staff interviews, on 7/31/25, Child #1 exited the Dino room, walked through a hallway alone & entered another occupied classroom. Staff A & Staff E reported Staff A was yelling for Child #1 in an attempt to locate his whereabouts. The department learned of this incident upon receipt of a complaint on 8/4/25.</p> <p>Direct Forfeiture assessed 1/3/24.</p> <p>Repeat violation: Previously cited on 4/25/2024, 11/22/2023</p>	Licensee will notify DCF within 24 hours of any occurrence.	08/12/2025	

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<p>2</p> <p>251.04(4)(a)2.d. Parent Notification - Child's Whereabouts Unknown</p> <p>Description: The center administrator failed to immediately notify the parents of Child #2 and Child #3 that the whereabouts of both children were unknown to the assigned provider when the children were left outside while in the care of Staff C and Staff D on 7/31/25. As of 8/12/25 the parents had not been notified.</p> <p>Repeat violation: Previously cited on 4/26/2024, 11/22/2023</p>	Center administrator will notify parents as soon as possible if a child leaves the care of their assigned provider.	08/12/2025	
<p>3</p> <p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of the days and hours worked and in which classroom, when the person was included in the staff-to-child ratio is incomplete. For example, departure times were not recorded for two staff in the Tiger classroom on 7/29/25 and for two staff in the Dolphin classroom on 7/31/25. A departure time was not recorded for Staff A in the Dino classroom on 7/31/25. There is no documentation of who met the staff to child ratio in the Dino classroom on 7/31/25 from 3:04-5:06 PM when 3 children are documented as being in the Dino classroom.</p>	Documentation of the days/hours worked will be reviewed by administration daily to make sure all teachers are signing in/out appropriately.	08/12/2025	

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<p>4</p> <p>251.055(1)(a) Supervision Of Children</p> <p>Description: Per interviews and review of video footage, Child #1, while in the care of Staff A and B inside the Dino classroom, was not within the sight and sound of Staff A and B to guide his behavior and activities, prevent harm, and ensure safety when Child #1 exited the Dino classroom and walked down the hallway alone until he entered another occupied classroom.</p> <p>Direct forfeiture assessed 1/3/24. Order and direct forfeiture assessed 6/7/24, IPOC & forfeiture assessed 7/29/24.</p> <p>Repeat violation: Previously cited on 7/1/2024, 5/9/2024, 4/25/2024, 11/22/2023</p>	<p>Signs were put up to remind parents to close the door upon entering and exiting the classroom. A new gate was installed on the Dino Room classroom door.</p>	08/12/2025	
<p>5</p> <p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center tracking policy was not implemented on 7/31/25 when a group of 10 children was returning inside from the outdoor play space. Staff C and Staff D reported they failed to count the children and conduct a name to face match prior to entering the center which resulted in 2 children being left outside after the door closed. Staff C and D learned the children had been left outside after Staff F delivered the children to Staff D.</p> <p>Direct forfeiture assessed 1/3/24. Order and direct forfeiture assessed 6/7/24, IPOC & forf assessed 7/29/24.</p> <p>Repeat violation: Previously cited on 7/1/2024, 5/9/2024, 4/25/2024, 11/22/2023</p>	<p>Staff person terminated for not following proper tracking policy. All staff retrained on tracking procedures and their importance on 8/29/25.</p>	08/12/2025	

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6 251.06(2)(e) Potential Source Of Harm On Premises Description: A large metal screw multiple inches in length is observed accessible to children on a ledge next to the door children are observed exiting from to access the outdoor play space. Repeat violation: Previously cited on 1/30/2025, 4/25/2024	Screw was taken away immediately.	08/12/2025	
7 251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: Breakfast service was observed during the visit. USDA minimum meal requirements were not met when frosted flakes cereal and milk was served. The required fruit or vegetable component was not served. In addition, per a review of the posted August 2025 monthly breakfast menu the required fruit or vegetable component is not identified on the breakfast menu for any of the days of the month.	Fruit added everyday to breakfast menu and will be served daily.	08/12/2025	

NAME - Agency Worker
Maureen Slatten, Kristin Lange

Date Issued
9/5/2025

SIGNATURE - Certified Operator of Designee, Licensee or Designee

Date Signed
9/19/25