

Date Correction Plan Due 6/11/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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.


Name - Certified Operator / Licensed Center Highland Community School		Provider Number / Facility ID Number 9000580989 / 001 - 1010436	
Address - Facility (Street, City, State, Zip Code) 1706 W Highland Ave Milwaukee WI 532331132		Telephone Number 414-342-1412	
Rule/Statute Number Noncompliance Statement		Correction Plan	

1	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center failed to implement their child tracking procedure when a child care worker took children outside and did not have a form of tracking with her.</p> <p>Repeat violation: Previously cited on 12/13/2024, 7/10/2024</p>	<p>We have a Child tracking procedure in place and discussed why this happened, and what we need to change so it never happens again</p>	<p>Expected Completion Date 5/15/2025</p> <p>Verification Date</p>
2	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: The center failed to maintain staff-to-child ratios when one childcare teacher took 16 children between 2 and 2.5 years olds outside alone during the monitoring visit.</p>	<p>The employees and director talked about why that happened and why it should never happen we have always had a ratio procedure in place and more than enough staff to help.</p>	<p>Expected Completion Date 5/15/2025</p> <p>Verification Date</p>

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Rule/Statute Number Noncompliance Statement		Correction Plan	Expected Completion Date
3	251.07(6)(dm)2. Medical Log - Pages & Entries Description: Per review of medical logbooks, lines were skipped between entries in Toddler Classroom 128.	We had a Staff meeting the same day on 5/14/25 and talked about how we are to record in the Med book.	5/15/2025
			Verification Date

NAME - Agency Worker
 Tiisha Harrell

DATE ISSUED
 5/30/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee


DATE SIGNED
 5/6/2025