

Date Correction Plan Due 10/1/2025	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
	Date - Regulation Visit 9/15/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 Child Tracking Procedure Description: The center failed to implement their child tracking procedure when a child care worker took children out of the classroom and did not have a form of tracking with her. Repeat violation: Previously cited on 5/14/2025, 12/13/2024, 7/10/2024</p>	<p>STAFF will be required to document each child's movement in and out of classroom using Provided individual and group transition logs. Site leadership will do spot checks to ensure consistent compliance</p>	<p>9/29/25</p>	

NAME - Agency Worker Tisha Harrell	Date Issued 9/17/2025
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SIGNATURE - Certified Operator or Designee / Licensee or Designee 	Date Signed 9/22/25
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