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| Date Correction Plan Due<br>7/1/2026 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | TO FILE A COMPLAINT CALL<br>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)(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.

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|---|---|
| <b>Name - Certified Operator / Licensed Center</b><br>Kiddie Palace Learning Center | <b>Provider Number / Facility ID Number</b><br>5000585095 / 001 - 1014780 |
|---|---|

|  |   |   |
|--|---|---|
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>4970 N 48Th St Milwaukee WI 532184421 | <b>Telephone Number</b><br>262-352-0655 | <b>Date - Regulation Visit</b><br>4/14/2026 |
|--|---|---|

|   | Rule/Statute Number<br>Noncompliance Statement   | Correction Plan  | Expected Completion Date | Verification Date |
|---|--|--|--------------------------|-------------------|
| 1 | <p>250.04(2)(i)1.a.<br/><b>Monitoring Results Posted</b></p> <p>Description: The monitoring results from the July 24, 2025, visit were not posted.</p>       | <p>Upon review the monitoring Results had already been posted prior to the Licensors visits.</p> | 6/16/2026                | 7/16/2026         |
| 2 | <p>250.04(2)(i)1.b.<br/><b>Department Notices Posted</b></p> <p>Description: A warning letter dated August 15, 2025, was not posted on the parent board.</p> | <p>Licensee will make sure to post the missing warning letter on the Parent Board.</p>           |                          |                   |

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| 3 | 250.04(6)(a)1.b.<br><b>Child Record - Enrollment Information - Parent's Names</b><br><br>Description: The full names of both children's parents were not observed on file for Child #2 and Child #4.                                   | Staff will review all files to ensure complete parent information is documented.  | 6/16/2026                   | 6/16/2026            |
| 4 | 250.04(6)(a)1m.e.<br><b>Child Record - Health History - Medical Conditions</b><br><br>Description: Information regarding the child's medical condition was observed incomplete for Child #2 and Child #3.                              | Licensee will review each file, obtain any missing medical information from the parent and make sure parent update the records promptly.                      | 6/16/2026                   | 6/16/2026            |
| 5 | 250.04(6)(a)2.<br><b>Child Record - Field Trip Permission</b><br><br>Description: Field trip authorization was observed missing for Child #4.  | Licensee/Staff will obtain the completed field trip authorization from parent. Place it in the child's file.  | 6/16/2026                   | 6/16/2026            |
| 6 | 250.04(6)(b)<br><b>Current, Accurate Daily Attendance Record</b><br><br>Description: The attendance was inaccurate as 5 children were listed, but only 4 children were present.<br><br>Repeat violation: Previously cited on 7/24/2025 | Staff will verify attendance using active head counts throughout the day, and staff will ensure records accurately reflect the children present at all times. | 6/16/2026                   | 6/16/2026            |

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| 7  | 250.05(2)(c)<br>Staff File - Days, Hours Worked<br><br>Description: Documentation of actual hours worked when used to meet staff-to-child ratio was not observed for Staff A. Staff A was signed in when not present.                                     | Licensee will make sure to sign out when leaving at anytime and to sign back in upon arrival.  | 6/16/2026                   | 6/16/2026            |
| 8  | 250.05(2)(d)1.<br>Staff File - Physical Examination - Form<br><br>Description: Documentation of a physical examination that indicates the staff is free from illness and physically able to work with children was not on file for Staff C.               | Licensee will make sure staff has all documentation needed <sup>prior to</sup> <del>before</del> 30 days of employment.  | 6/16/2026                   | 6/16/2026            |
| 9  | 250.05(2)(f)<br>Staff File - Continuing Education<br><br>Description: Documentation of continuing education for the 2025 year was not observed on file for Staff A and Staff B.   | Licensee will review all staff files to verify that required continuing education documentation is complete current and properly maintained.   | 7/10/2026                   | 7/10/2026            |
| 10 | 250.05(3)(e)2.<br>Provider Training - Current Cpr Certificate<br><br>Description: A current complete infant/child CPR/AED by an approved trainer was not observed on file for Staff A and Staff B.<br><br>Repeat violation: Previously cited on 7/24/2025 | Staff A & B will obtain and complete the required infant/child CPR/AED certification through an approved training provider immediately. Once completed valid certification will be placed in staff file. | 6/20/2026                   | 6/20/2026            |

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| 11 | 250.055(1)(L)<br><b>Procedure - Number, Names, Whereabouts Known At All Times</b><br><br>Description: The tracking procedure was not accurate, as 4 children were present, but 5 children were listed.   | Licensee/Staff will make sure to sign out kids when they leave and make sure to sign them back in once they return.   | 6/16/2026                   | 6/16/2026            |
| 12 | 250.06(4)(b)<br><b>Fire Extinguisher</b><br><br>Description: Documentation of the annual fire extinguisher inspection was not on file.   | Licensee/Staff will ensure that the fire extinguisher will be inspected to ensure they are current, properly tagged and in good working condition. Annually as required. Paper towels will be immediately restocked in bathroom area. Staff will be reminded that bathroom must be maintained with required supplies at all times in order to support proper handwashing. | 6/16/2026                   | 6/16/2026            |
| 13 | 250.07(6)(h)2.<br><b>Washroom Provisions</b><br><br>Description: The bathroom did not contain any paper-towels.  | Paper towels will be immediately restocked in bathroom area. Staff will be reminded that bathroom must be maintained with required supplies at all times in order to support proper handwashing.  | 6/16/2026                   | 6/16/2026            |
| 14 | 250.08(3)<br><b>Required Information For Each Trip</b><br><br>Description: Documentation of the list of children being transported, parental transportation information, and the list of routes and stops was not observed maintained in the center. | Licensee/Staff will ensure that copies are maintained in both required spots.   | 6/16/2026                   | 6/16/2026            |

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| 15   | 250.09(3)(b)<br><b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b><br><br>Description: An open container of formula did not contain a label. An open container of baby cereal did not contain a label. | Staff/Licensee will ensure that container of formula and food will be labeled with Date it was opened.   | 6/16/2026                                   | 6/16/2026                    |
| 16   | 250.09(3)(f)<br><b>Infant &amp; Toddler - Leftover Milk Or Formula</b><br><br>Description: Two bottles sitting on the floor of the infant room were not rinsed after use.  | Staff were reminded that all infant bottles must be picked up immediately after use, rinsed and placed in designated area for cleaning and sanitizing. | 6/16/2026                                   | 6/16/2026                    |

**NAME - Agency Worker**  
Crescenta Sabree, Tiisha Harrell

**Date Issued**  
6/16/2026

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

**Date Signed**

6/16/2026