

Date Correction Plan Due 4/20/2026	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 Auntie Fe Fe's Child Dev Center	Provider Number / Facility ID Number 3000588473 / 001 - 2001826
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Address - Facility (Street, City, State, Zip Code) 3567 N Martin Luther King Dr Milwaukee WI 532121459	Telephone Number 414-628-5204	Date - Regulation Visit 4/6/2026
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Documentation of a person to be notified in an emergency when a parent cannot be reached immediately was not observed Child 1. Repeat violation: Previously cited on 4/30/2025, 4/26/2024	Emergency contact information will be completed by parent of Child 1	4/30/2026	
2	251.04(6)(a)4. Child Record - Field Trip Authorization Description: Documentation of authorization from the parent for the child to participate in walking and transported field trips was not observed for Child 1 and Child 4.	Field trip documentation form will be filled out by parent of Child 4	4/30/2026	

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251.04(6)(a)6.

Child Record - Health History

Description: Documentation of complete health history to include the steps the child care provider should follow and staff trained to treat symptoms was not observed for Child 5 who is diagnosed with asthma.

Health history will be completed by parent of child to include steps to treat asthma symptoms.

4/30/26

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251.04(6)(b)

Current, Accurate Daily Attendance Record

Description: The center failed to maintain a current, accurate written record of the daily attendance for each child, with the actual time of arrival and departure when 2 infants were in care but one infant was signed in on the center's attendance.

Staff will ensure that daily attendance records is current & accurate at all times

4/30/26

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251.05(2)(a)6.

Staff Record - Days & Hours Worked

Description: Documentation of days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio was not maintained by the center when staff were not signed into the preschool and infant classrooms.

Staff will sign in & out each day

4/30/26

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251.05(2)(a)7.
Staff Record - Continuing Education

Description: Documentation of compliance with continuing education requirements was not observed for Staff A.

Staff will document
continuing education
classes

5/31/26

7

251.05(3)(c)
Cardiopulmonary Resuscitation Training

Description: Documentation of current infant and child CPR training from an agency approved by the department was not observed for Staff A. Documentation of current infant and child CPR training was not observed for Staff C.

Repeat violation: Previously cited on 4/26/2024

Staff A & C will
complete CPR
training

5/31/26

8

251.05(3)(f)1.
Child Care Teacher - Responsibilities

Description: A qualified child care teacher did not supervise the daily activities for a group of children in the preschool classroom, when Staff B, who is not a qualified child care teacher according to the Wisconsin Registry, was providing care for the children alone.

All teachers
supervising children
will be qualified
with appropriate
credentials

5/31/26

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9	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: At least one child care teacher was not supervising each group of children when Staff B was supervising a group of children and is not a, Wisconsin Registry identified, child care teacher.	All teachers supervising children will be qualified and on the registry	5/31/26	
10	251.06(2)(m) Cleaning Aids - Equipment Description: A bucket and mop were stored in the outdoor place space and was in an area accessible children.	Buckets & mops will be stored in appropriate space at all time	04/06/26	
11	251.06(3)(b)2. Emergencies - Practice Written Plans Description: Documentation of practice of monthly fire evacuation drills in March 2026 was not observed during the monitoring visit.	Fit Fire drills will be conducted & written down of month	04/30/26	
12	251.06(4)(jm)2. Fire Alarms & Smoke Detectors - Testing Description: Documentation that fire alarms and smoke detectors were tested in March 2026 was not observed during the monitoring visit.	Fire alarm & smoke detector will be tested & documented of month	4/30/26	

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13	251.06(9)(a)2. Kitchen Equipment & Utensils - Safe & Sanitary Description: The freezer was not maintained in a clean and sanitary condition when there was red liquid spilled in the freezer. The licensee cleaned the freezer during the monitoring visit.	Freezer will be cleaned at all times.	4/30/26	
14	251.07(3)(a)5. Indoor Equipment - Intended Use Description: The center failed to use a highchair in accordance to manufacturer's instructions and recommendations that may affect the safety of children in care when an infant was in a highchair and not buckled into the seat.	Children will be buckled in high chair when in use at all times	4/30/26	
15	251.07(6)(dm)2. Medical Log - Pages & Entries Description: Pages in the medical log book were ripped from the back of the book. Repeat violation: Previously cited on 4/26/2024	Medical log book will be replaced with a new one	4/30/26	

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16	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Documentation that the director reviewed records of injuries in the medical log book with staff every six months was not observed.	Medical log book will be reviewed by staff every six months.	4/30/26

NAME - Agency Worker
Tiisha Harrell, Crescenta Sabree

Date Issued
4/6/2026

Date Signed

SIGNATURE - Certified Operator or Designee / Licensee or Designee