

Date Correction Plan Due 2/26/2026	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		Provider Number / Facility ID Number
Kiddie Academy Child Care		5000591455 / 001 - 2006637
Address - Facility (Street, City, State, Zip Code) 3128 N 35Th St Milwaukee WI 532163706		Telephone Number 414-275-8207
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1 250.04(6)(a)4.d. Child Record - Health Exam Report Description: Documentation of health examination report that is signed and dated by a licensed physician, physician assistant or HealthCheck provider was not observed for Child 2 and Child 3. Child 3's health report was signed by the parent. Repeat violation: Previously cited on 3/7/2024		
2 250.05(3)(fm) Biennial Training - Child Abuse & Neglect Description: Documentation of current biennial child abuse and neglect training was observed for Staff A.		

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Address - Facility (Street, City, State, Zip Code) 3128 N 35Th St Milwaukee WI 532163706		Telephone Number 414-275-8207	
Rule/Statute Number Noncompliance Statement		Date - Regulation Visit 2/9/2026	
		Correction Plan	
		Expected Completion Date	
		Verification Date	

NAME - Agency Worker
 Tiisha Harrell, Katrina Tarantino

Date Issued
 2/12/2026

Laquanis Barkdale

Date Signed
 02/16/26

SIGNATURE - Certified Operator or Designee / Licensee or Designee

✓ 1. Plan of Correction

Regulation: DCF 250.04(6)(a)4.d. – Child Record: Health Examination Report

Violation: Health examination reports for Child 2 and Child 3 were not signed and dated by a licensed physician, physician assistant, or HealthCheck provider. Child 3's form was signed by a parent.

Repeat Violation: Previously cited 3/7/2024

1. Correction Plan of the Specific Instance

- The parents/guardians of Child 2 and Child 3 will be contacted immediately, no later than **02/17/2026** to obtain properly completed health examination reports signed and dated by a licensed physician, physician assistant, or HealthCheck provider.
- The center will provide families with the required Wisconsin health report form and clarify provider signature requirements.
- Completed documentation will be placed in each child's file upon receipt.
- If documentation is not returned by the specified deadline, follow-up contact will be made and documented.

2. Expected Completion Date

- By **02/24/2026**, all children's files will be reviewed to ensure that each health examination report:
 - Is signed and dated by an authorized medical provider.
 - Meets the timing requirements outlined in DCF 250.
- Any additional missing or improperly completed reports will be corrected immediately.

3. Verification Date

- **02/25/2026**

4. Prevention of Recurrence (Required Due to Repeat Violation)

Because this is a repeat violation, DCF will expect stronger internal controls:

- The Director (or designated staff person) will review all health examination forms **at enrollment** before accepting them into the child's file.
- A checklist will be added by to the enrollment packet requiring verification that:
 - The form is signed by a physician, PA, or HealthCheck provider.
 - The signature includes credentials and date.
- Staff responsible for enrollment records will receive retraining on DCF 250.04(6)(a)4.d. requirements by **02/25/2026**.
- A tracking log will be maintained to monitor due dates for required health exams.

5. Ongoing Monitoring

- The Director will conduct **quarterly file audits** to ensure continued compliance.
- Audit documentation will be maintained and available for licensing review.
- Compliance will be reviewed annually during staff training.

✓ 2. Plan of Correction for Noncompliance

Regulation: DCF 250.05(3)(fm) – Biennial Training: Child Abuse & Neglect

1. Correction Plan

- Staff A will complete the required biennial child abuse and neglect training by **02/25/2026**.
- Documentation of completion will be placed in Staff A's personnel file.
- If training has already been completed but not documented, verification documentation will be obtained and filed immediately.

2. Expected Completion Date

- All staff files will be reviewed by **02/25/2026** to ensure current biennial child abuse and neglect training documentation is present.
- A tracking system (spreadsheet, HR software, or compliance calendar) will be implemented to monitor renewal dates.
- Administration/designee will review training expiration dates quarterly

3. Verification Date

- **02/25/2026**

4. Prevention of Recurrence

- The director or designated compliance staff will be responsible for monitoring training deadlines.
- Reminder notifications will be sent 60–90 days prior to expiration.
- Training compliance will be reviewed during annual staff evaluations.

5. Monitoring Plan

- The director will conduct quarterly audits of personnel files for compliance.
- Documentation of audits will be maintained for licensing review.