

Date Correction Plan Due 6/5/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
--------------------------------------	--	--

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.

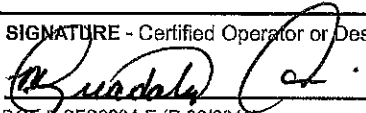
Name - Certified Operator / Licensed Center St Francis Children's Center		Provider Number / Facility ID Number 7000560387 / 001 - 220452		
Address - Facility (Street, City, State, Zip Code) 6700 N Port Washington Rd Glendale WI 532173919		Telephone Number 414-351-0450	Date - Regulation Visit 5/6/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: A three year old child was observed alone in a classroom while the rest of the class was outside. The child was unsupervised for approximately 5-10 minutes. Part of Enforcement dated May 6, 2026. Repeat violation: Previously cited on 4/14/2026	The incident was reviewed with all classroom staff, including a written corrective action. Administration will continue to monitor classrooms & conduct ongoing supervision & child counts audits to ensure compliance and prevent future occurrences.	5.8.26	
2	251.055(1)(f) Child Tracking Procedure Description: The Preschool South classroom child tracking was not accurate. Staff failed to accurately count the number of children prior to going outside, leaving a child behind in the classroom. Repeat violation: Previously cited on 12/16/2024	Classroom staff has been retrained on our Child Tracking Procedure, including required face to face counts, transition counts, playground counts, and classroom attendance verification procedures.	5.8.26	

Name - Certified Operator / Licensed Center St Francis Children's Center		Provider Number / Facility ID Number 7000560387 / 001 - 220452	
Address - Facility (Street, City, State, Zip Code) 6700 N Port Washington Rd Glendale WI 532173919		Telephone Number 414-351-0450	Date - Regulation Visit 5/6/2026
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
3	251.06(2)(a) Potential Source Of Harm On Premises Description: On 5/6/26 staff reported a carpet fan was on the floor accessible to children in the Preschool South room on 4/14/26. At the time of the visit the carpet fan was on a low shelf accessible to children. The cord from the fan was loose and accessible to children. Part of Enforcement dated may 6, 2026. Repeat violation: Previously cited on 4/14/2026, 1/21/2026	Fans that are not mounted to the walls were removed from all classrooms.	5.8.26
4	251.06(2)(o) Windows & Doors Used For Ventilation Description: The door in the Preschool South room was propped open on 4/14/26 with no screen.	All staff, including other departments were reminded that all doors should remain close at all times.	5.16.26 Also on: 5/26/26

NAME - Agency Worker
Sara Cooney

Date Issued
5/20/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

5.26.26