DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 11/10/2026	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)(t) 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	
St Francis Children's Center		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** 8/27/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6 **Staff Record - Days & Hours Worked** Description At the time of the visit documentation of the days and hours worked was not accurate The teacher who is signed into the Young Toddler West classroom was caring for children in the Young Toddler Classroom. Repeat violation. Previously cited on 1/21/2026	Effective Immediately, staff were retrained on proper procedure for documenting staff work hours & classroom assignments. Documentation is being reviewed daily by an administrator.	8.27.26, Effective Immediately	
2	251.05(3)(g)1. **Assistant Child Care Teacher - Supervision** Description: Staff A who is alone in Young Toddler West classroom is not supervised by a lead teacher Staff B who was alone with 4 kids in the atrium on 8/21/26 was not supervised by a lead teacher.	Staff assignment & classrooms schedules were reviewed to ensure that all classrooms assistants are working under a Lead Teacher as required by the DCF Licensing rule: Needed courses were provided to teachers, if applicable	9.1.26	

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3	251.055(1)(a) **Supervision Of Children** Description A 13 month old child was left in the atrium with no sight and sound supervision for approximately 5 minutes on 8/21/26 after the group returned to their room. Repeat violation: Previously cited on 5/6/2026, 4/14/2026	SFCC has reinforced active supervision expectations with staff, including maintaining sight & supervision of all children. SFCC created a name-to-face sheet -> Expectations were reviewed.	8.27.26	
4	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description There is no lead teacher in the Young Toddler West room. There has been no lead teacher in this classroom since March.	The needed course was immediately provided to the teacher & immediately a qualified team member join the classrom, meeting DCF guidelines.	8.28.26	
5	251.055(1)(f) ***Child Tracking Procedure*** Description The center failed to know the name, number and whereabouts of children when a 1 year old was left unsupervised in the atrium for approximately 5 minutes on 8/21/26. Staff did not follow center policy by doing a name to face count when transitioning from the atrium back to their classroom. On 8/27/26 the child tracking was not accurate in the Young Toddler West room. A child who was marked in on the tracking document was not in that classroom, the child was in the Young Toddler room. Repeat violation: Previously cited on 5/6/2026, 12/16/2024	SFCC has reinforced the child tracking procedure with all staff. Teachers are expected to complete name to face counts during every classroom transition & ensure all children are accurately documented in the proper classroom. Staff were reminded to verify children's names, numbers, locations before & after transitions. Administration monitors procedures.	9.1.26	

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6	251.09(4)(b) **Infant & Toddler - Sinks In Self-Contained Area** Description: The sink in the Young Toddler west room was changed so there is no longer a sink.	The sink in YT was repositioned, to face the YTW classroom, meeting the DCF guidelines.	9.1.26	

NAME - Agency Worker
Sara Cooney, Maureen Slatten

Date Issued
10/28/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11.7.26