

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated March 03, 2026. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** AmandaR.Holz@wisconsin.gov or
 - **Fax:** (920) 785-7869 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
NORTHEASTERN REGION
200 NORTH JEFFERSON
SUITE 411
GREEN BAY, WI 54301

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

CHERRY BAY, VA 24501
STATE #1
NORTHEASTERN REGION
BUREAU OF EARLY CARE REGULATION
DEPARTMENT OF CHILDREN AND FAMILIES
Fax: (800) 745-7370
Email: Feedback@dcf.wa.gov or

If the connection plan and the information that are acceptable, the form will be placed in the "Approved" folder. If the connection plan and the information are not acceptable, you will be contacted in writing or by telephone. You are required to print a copy of the information, signature, and connection plan (DCI-002) in a convenient size that the licensee can read. This copy must remain posted until all requirements have been met and reviewed. The next DCI-002 will be completed by the licensee. The information on the form is confidential and is for your use only.

Date Correction Plan Due 3/17/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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, 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	
North Shore Preschool And Child Car		9000587749 / 002 - 2001539	
Address - Facility (Street, City, State, Zip Code) 10406 N Cedarburg Rd Mequon WI 530924402		Telephone Number 262-242-3478	
Date - Regulation Visit 3/2/2026		Verification Date	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	251.05(2)(a)5. Staff Record - High School Diploma Description: Based upon record review Staff C did not have documentation of a high school diploma on file.	Staff C is getting her HS Diploma copy in wr file	05/01/20
2	251.055(1)(a) Supervision Of Children Description: Based upon observation, a child left the sight supervision of the child care worker in the preschool classroom during a meal to use the restroom.	Preschool teacher will ask for assistance when guiding students for supervision to bathroom	Immediate

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10406 N Cedarburg Rd Mequon WI 530924402		262-242-3478	3/2/2026
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date
Verification Date			
3	<p>251.06(2)(i) Deteriorating Paint</p> <p>Description: Based upon observation in the k3/4 room the peach wall paint wads deteriorated in an area accessible to children.</p> <p>Based upon observation the paint in the one year old room was deteriorated on the walls in areas accessible to children.</p> <p>Repeat violation: Previously cited on 3/5/2025, 3/11/2024</p>	Center to be repainted.	02/01/26
4	<p>251.07(3)(a)2. Indoor Equipment - Construction, Condition</p> <p>Description: Based upon observation, the heat vent in the large motor classroom and two year old classroom was not in good repair due to corrosion accessible to children in care.</p> <p>Based upon observation the baby gate in the infant room was not in good repair due to the corrosion accessible to children in care.</p>	Vent to be fixed. Baby Room gate will be updated.	02/01/26
5	<p>251.07(4)(c) Naps Or Rest Periods - Sleeping Surfaces - Children Under 1</p> <p>Description: Based upon observations; two cribs were not placed end to end in the infant room.</p>	Cribs are placed end to end	Immediate

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3/2/2026

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6 251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness Description: Based upon observation two nap mats were not maintained stored in clean and sanitary manner when they were stored together.	Cots mats are stored with space between.	Immediate	

NAME - Agency Worker
Amanda Holz

Date Issued
3/3/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

03-10-2026