

Date Correction Plan Due 3/26/2026	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 Mhs West Preschool-Daycare	Provider Number / Facility ID Number 3000590773 / 001 - 2005914
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Address - Facility (Street, City, State, Zip Code) 19120 Spring St Union Grove WI 531829602	Telephone Number 262-864-2065	Date - Regulation Visit 2/23/2026
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The daily attendance record is not current and accurate. An arrival time has not been recorded for a child present in the Toddler room. In addition, per a review of a sampling of attendance records including the week of 2/2/26-2/6/26, departure times were not recorded for multiple children. The attendance records reviewed are also missing last names of multiple children and dates of birth.	<i>Will do checks throughout the week to make sure every child is signed in if children are not teachers in room will receive disciplinary action</i>	<i>03/09/2026</i>	

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2	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of the days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio is not always accurate and does not always identify which classroom the staff person worked in. For example, per a review of staff hours documented for the week of 2/2/26-2/6/26, departure times were not recorded for multiple staff. In addition, a recorded arrival time does not identify the staff person as the person's name has been crossed out.</p> <p>Repeat violation: Previously cited on 6/5/2025</p>	<p>Will do weekly checks to make sure staff are signing in and out of these classrooms. Also will address in next staff meeting.</p>	03/09/2026	
3	<p>251.05(3)(g)1. Assistant Child Care Teacher - Supervision</p> <p>Description: Staff A, who meets the qualifications of an assistant child care teacher, does not always work under the supervision of a child care teacher in the Infant Classroom.</p>	<p>Teachers will only be left alone after 4pm</p>	02/23/2026	
4	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The procedure to ensure that the number, names, and whereabouts of children is known to the assigned child care workers at all times is not adhered to in the Toddler classroom when one child present is not included on the tracking clipboard.</p> <p>Included in an Order issued on May 10, 2024.</p> <p>Repeat violation: Previously cited on 5/2/2024</p>	<p>Teachers will be written up if there sign-ins are not accurate</p>	02/23/2026	

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5	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure</p> <p>Description: A section of the outdoor play space that is designated for older children is surrounded by snow fencing with an area spanning several yards where the snow fencing has collapsed.</p> <p>Repeat violation: Previously cited on 7/10/2024</p>	Will have someone come fix fence	04/10/2026	
6	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: A cord from a bubble machine is hanging from a shelf above the changing table in the Toddler classroom. An upright vacuum cleaner with an attached cord and a cord from a speaker are observed hanging from the counter in the Toddler classroom and are accessible to children.</p> <p>Included in a Warning Letter issued June 20, 2025.</p> <p>Repeat violation: Previously cited on 6/5/2025</p>	Bubble machine, Vacuum, and speaker cords were removed immediately after visit	02/23/2026	
7	<p>251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements</p> <p>Description: USDA minimum snack requirements are not met when pudding cups, Rice Krispie treats, Pirate's Booty, Pop Tarts and Veggie Straws are served as snack components.</p>	Once current menu is over on 03/27 will redo menu and buy correct snack requirements	03/27/2026	

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8	<p>251.07(6)(i)3. Condition & Sharing Of Personal Care Items</p> <p>Description: Personal use items are not maintained in a sanitary condition in a classroom when individual children's water bottles brought from home are used throughout the day and are observed placed together inside a single plastic bin and used throughout the day. During the time the water bottles are in the bin they are touching each other.</p>	<p>After visit water bottles were taken out of buckets and teachers were told not to put them in there anymore</p>	02/23/2026	
9	<p>251.09(1)(am) Infant & Toddler - Intake Information</p> <p>Description: Per documentation on the Infant & Toddler Intake Form for Child #1 (age 7 months), Child #1 is to be fed only breast milk while in care however Staff A fed Child #1 a bottle of drinking water contrary to written instructions from the child's parent.</p>	<p>Teacher was confronted immediately when incident happened on 02/09/2026</p>	02/09/2026	
10	<p>251.09(1)(c) Infant & Toddler - Documenting Changes In Development</p> <p>Description: Child care workers failed to document changes in Child #1's development and routines information every 3 months based on discussion with the parent. Information on file for Child #1 has not been updated since 10/15/25.</p> <p>Repeat violation: Previously cited on 6/5/2025, 5/2/2024</p>	<p>All intakes were checked after visit</p>	02/23/2026	

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11	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff A, who is has been regularly assigned to a group of infants and toddlers since March 2025, did not complete Fundamentals of Infant and Toddler Care within 6 months after assuming the position.	Training was completed on 03/09/2026	03/09/2026	
12	251.09(2)(bm) Infant & Toddler - Sleep Position Description: Per the report of the center director (Staff B) video footage reviewed following receipt of a complaint showed an enrolled infant asleep on the floor and in a swing rather than on his back in a crib as required.	This was addressed months prior when it was seen on camera	02/23/2026	

NAME - Agency Worker
Maureen Slatten

Date Issued
3/11/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Maureen Slatten

Date Signed

3/18/2026