

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**TO FILE A COMPLAINT CALL**  
262-446-7800

**Date Correction Plan Due**  
1/9/2026

**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)(b) and (3)(d), DCF 251.04(2)(a), and (3)(f), DCF 252.41(1)(a), and (2)(a). 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**  
First Friends Childcare  
**Provider Number / Facility ID Number**  
9000591769 / 001 - 2005977

**Address - Facility (Street, City, State, Zip Code)**  
1237 N 25Th St, Milwaukee WI 532052427  
**Telephone Number**  
414-865-3774  
**Date - Regulation Visit**  
12/3/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 250.04(2)(b) License Posted & Visible  Description: The child care license is not posted.	Updated license will be printed and posted.	Completed 12/09/2025	
2 250.04(6)(a)&b. Child Record - Physical Exam - Over 2, Under 5  Description: Child #2, (age 2), who has attended the center since 7/12/24, does not have an initial health examination on file that was completed not more than one year prior to not later than 3 months after being admitted to the center. There is no physical on file for Child #2.	Documents will be requested from Parent	Completed 12/09/2025	

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Noncompliance Statement

Correction Plan

Expected  
Completion DateVerification  
Date3 250.04(6)(a)4m.  
Child Record - Immunization History ComplianceDocuments Requested  
from parentCompleted  
2/16/2025

Description: Child #2, who has attended the center since 7/12/24, does not have documentation on file demonstrating that the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144.

4 250.04(6)(b)  
Current, Accurate Daily Attendance RecordProvider will  
consistently update  
daily attendance  
records.~~1/1/2026~~  
1/1/2026

Description: The daily attendance record is not current and accurate. An arrival and departure time was not recorded for Child #1 on 12/2/25. Per a review of a sampling of attendance records, departure times are missing for children on the following dates: November 13, 2025 (1 child), October 15, 2025 (2 children), October 8, 2025 (2 children), September 29, 2025 (4 children).

5 250.05(2)(c)  
Staff File - Days, Hours WorkedProvider will  
consistently  
update working  
hours and  
departure times  
for children

6/19/2026

Description: Documentation of the actual hours worked when the hours were used to meet the applicable staff-to-child ratio are incomplete. For example, there are no staff hours recorded for 12/2/25 when Child #1 is reported to have been in care and on the following dates when children are documented as having been in care: 11/16/25-11/22/25, 11/10/25-11/13/25, 10/12/25-10/15/25, 10/6/25-10/8/25. In addition, departure times for the licensee were not recorded on 11/4/25-11/6/25 and 9/29/25.

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250.06(2)(c)  
Access To Materials Potentially Harmful To Children

Description: A mop bucket filled with dirty water and cleaning solution is accessible to children on the kitchen floor. A Swiffer mop with attached cleaning solution container which contains cleaning solution is accessible to children on the floor next to the stove in the kitchen.

Kitchen is not accessible to children b/c there is a gate, however mop solution will be emptied after use. Swiffer put in ~~the~~ work hallway.

12/03/2025  
Completed

250.06(2)(e)  
Potential Source Of Harm On Premises

Description: The stove is observed to be plugged into a surge protector and the surge protector with the stove cord is observed plugged into the wall. This cord is also accessible to children. A roll of packing tape with a sharp edged cutting blade is accessible to children in the bathroom. Cords hanging from a wall mounted television are accessible to children. Disposable gloves, plastic bags, and a tiny hair elastic are accessible to children on the floor in the infant nap room.

Stove has always been plugged in there, NO one ever mentioned that it couldn't be after several visits. Electrician called for outlet to be put behind stove. Gloves moved, etc.

12/14/2025  
Completed

250.06(2)(m)  
Premises - Condition & Repair

Description: Crushed crackers are observed on the floor in the infant nap room. Two previously opened water bottles are accessible to children including one on the floor near the crib and another on a storage container next to the changing table. A used baby wipe is observed under the crib. Accumulated snow and ice is observed on the staircase and driveway leading to the outdoor play space. Ice is also observed on the front steps used to enter the center.

~~Provider is the only employee, but will insure condition/repair of home~~  
Provider is the only employee, but will insure condition/repair of home is in order

1/09/2025

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9 250.06(3)(b) <b>Emergency Plans - Practice</b> Description: There is no documentation on file demonstrating that the required monthly fire drills have been practiced from March 2025-November 2025 and there is no documentation on file demonstrating that the required monthly tornado drills have been practiced for the months of April-October 2025. Repeat violation: Previously cited on 11/19/2024	Provider w/ 11 complete every 1st of month If on a working day w/ children	1/9/2026	
10 250.06(4)(a)3. <b>Smoke Detectors - Testing</b> Description: There is no documentation on file demonstrating that the required monthly smoke detector testing was completed from March 2025-November 2025.	Will check every 1st of month.	1/9/2024	
11 250.06(9)(i) <b>Meals &amp; Snacks - Records</b> Description: Accurate records of meals and snacks served to children are not available for review by parents and the licensing representative for the past three months. The license reports she has not recorded any meals or snacks served to children during the last three months.	Will keep records of meals served via notebook or calendar	1/9/2024	

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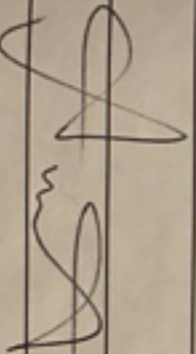
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
12 250.07(4)(c) Naps - Sleep Surface & Placement - Child 1 Year And Older Description: Per the report of the licensee, children over the age of 12 months sleep in a crib in which the crib mattress is observed to be set to the highest level which is not safe.	crib adjusted	12/04/2025 completed	
13 250.12(2) Department Access To Center Description: The department was unable to inspect the child care center on 12/2/25 after attempting to gain entry by knocking, ringing the Ring doorbell, and calling the licensee while outside the center. On 12/3/25 the licensee admitted she was inside caring for Child #1 during the attempted 12/2/25 visit and did not answer the door.	was washing Dishes During Nap, but will make sure to be more aware of door bell	1/07/2026	

NAME - Agency Worker  
Maureen Statten

Date Issued  
12/23/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

  
12/30/2025