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 November 04, 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:** Rhonda.Brueggemann@wisconsin.gov **or**
   - **Fax:** (262) 446-7991 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHEASTERN REGION
     635 N 26th ST

     MILWAUKEE, WI 53233

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.

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/19/2026		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	Provider Number / Facility ID Number
Play Pals Learning Center	6000592376 / 001 - 2007545

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
2718 N 18Th St Milwaukee WI 532062134	414-312-2341	11/4/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)1. **Child Record - Enrollment Information** Description: There was missing information on the transportation form in the file for Child 1.	On November 4, 2026, the parent completed the missing transportation information, and I placed the completed form in the child's folder. I will review all forms for completeness before filing them.	11/04/2026	
2	250.04(6)(a)4.a. **Child Record - Physical Exam - Under 2** Description: There was no documentation of a current child health report for Child 2.	The parent will submit a current child health report by November 13, 2026, and I will file it in the child's folder. I will track exam due dates and remind parents before updated reports are due.	11/13/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	250.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The children that were observed at the center were not on the attendance.	My staff and I will record each child's arrival and departure as they occur, compare attendance with the children present throughout the day, and review records daily for accuracy.	11/04/2026	
4	250.05(2)(c) **Staff File - Days, Hours Worked** Description: The staff that was working at the center were not signed into the attendance to ensure documentation of staff hours.	My staff and I will record the date and actual start and end times of each workday. I will review staff attendance daily to ensure all entries are complete and accurate.	11/04/2026	
5	250.05(2)(d)1. **Staff File - Physical Examination - Form** Description: There was no documentation of a staff health report for Staff A.	On November 4, 2026, the staff member obtained a copy of their physical examination. A copy was sent to the licensor, and a copy was filed in their employee folder. I will ensure all required documents are filed promptly.	11/04/2026	
6	250.055(1)(a) **Supervision Of Children** Description: Each child shall be supervised by a provider to guide the child's behavior and activities, prevent harm, and ensure safety. This requirement was not met upon my arrival at the center. Three children were hiding in the bathroom, and the provider was in a storage room in the back of the house. The children were not being actively supervised, creating a potential safety concern.	I will actively always supervise children, monitor their locations, and position myself to guide activities and prevent harm. Before leaving the care area, I will ensure another qualified provider takes over supervision. I will review these procedures with caregivers.	11/05/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	250.06(2)(c) **Access To Materials Potentially Harmful to Children** Description: There were two large garbage bags on a couch accessible to children. There were cleaning wipes on a shelf accessible to children.	I removed the garbage bags from the childcare area and placed them in the outdoor garbage receptacle. I stored the cleaning wipes in a secure cabinet inaccessible to children. I will keep potentially harmful materials in secured storage and return them immediately after each use. I will inspect child-accessible areas before opening and throughout the day and review safe storage procedures with all caregivers.	11/04/2026	
8	250.07(4)(c) **Naps - Sleep Surface & Placement - Child 1 Year And Older** Description: There was a mat in the area that children were playing. Cots need to be stored in a sanitary manner.	I removed the cot from the play area and placed it in a designated sanitary storage location. My staff and I will store cots promptly after each use and check daily to ensure they are clean and properly stored.	11/04/2026	
9	250.07(6)(b)1. **Medical Log Book** Description: There was no medical log book available at the time of the visit.	I located my medical logbook on November 5, 2026. I will keep it in a confidential location accessible to caregivers and licensing staff and ensure all required entries are completed promptly and correctly.	11/05/2026	
10	250.09(3)(b) **Infant & Toddler - Food & Formula Brought From Home** Description: There were two formula containers that were provided by the center that weren't dated when opened.	I labeled both formula containers with their opening dates. Going forward, my staff and I will date each container immediately upon opening and follow the manufacturer's storage and use instructions.	11/05/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Rhonda Brueggemann, Katrina Tarantino

Date Issued
11/4/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Jammie Washington

Date Signed
11/09/2026