

<b>Date Correction Plan Due</b> 11/3/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Northside Y Early Childhood Education Center		<b>Provider Number / Facility ID Number</b> 1000558721 / 069 - 1005381		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1350 W North Ave Milwaukee WI 53205		<b>Telephone Number</b> 414-374-9450	<b>Date - Regulation Visit</b> 10/8/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)6. <b>Child Record - Health History</b>  Description: Health history information on file for Child #3 is incomplete. Child #3's physical dated 8/13/25 identifies the child as having an allergy to shellfish however the child's health history and emergency care plan does not identify the child as having a food allergy and the corresponding questions (#2-8) have not been answered pertaining to the allergy.	The center will review children's updated health and health history forms to ensure the most up-to-date information is listed on classroom's allergy list and communicated with classroom teachers of any updates.	10/31/25	

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2	<p>251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: The daily attendance record is not current and accurate. An arrival time of 9:45 AM was recorded for a child who was observed arriving at 9:20 AM.</p> <p>NOTE: This was corrected during the monitoring visit after the department brought the discrepancy to the attention of staff.</p>	<p>Review of accurate daily attendance procedures and best practices will be completed with staff and monitored daily during drop off and pick up times to ensure adequate documentation of children in program.</p>	10/31/25	
3	<p>251.04(7)(a) <b>Disclosure Of Personal Information</b></p> <p>Description: Personal information regarding children is disclosed when monthly updates regarding children's feeding, nap schedules and development are posted on the classroom bulletin boards. The updates also include children's full names and dates of birth.</p>	<p>Center will use children's first name and last initial with month and day of birthday for classroom usage (i.e. birthday boards, infant/toddler room monthly update form, etc.)</p>	10/31/25	
4	<p>251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: Documentation of the orientation that was completed for Staff A is incomplete. The initials and dates for the completed orientation topics are blank for the trainer column.</p>	<p>Center Administrator will ensure that the staff orientation form is signed upon completion of review by the trainer.</p>	10/08/2025	

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5	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: A child was not recorded as being present on the classroom tracking tool upon his arrival in the classroom. When the classroom was observed transitioning to the gross motor room the child was not tracked because his name was not listed on the tracking tool.</p>	Tracking procedures will be reviewed with staff and on-going daily monitoring of the tracking sheets will be implemented throughout the center.	10/31/25	
6	<p>251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b></p> <p>Description: There is no documentation demonstrating that the required monthly fire and tornado drills were practiced for the month of September 2025.</p>	Administrative staff will ensure that immediate documentation of fire/tornado drills will be completed immediately after returning from the evacuations.	10/31/25	
7	<p>251.07(2)(b) <b>Policy - Child Guidance</b></p> <p>Description: The center's policy for positive guidance was not implemented when a teacher could be heard stating "Wash you hands. You got that all in your mouth." to a child in a harsh tone.</p>	Administrative staff (i.e. director & program coordinator) discussed and reviewed with the teacher the policy on positive guidance and to ensure we are implementing this on a daily basis. A review of the Child Guidance policy will be reviewed at the next staff meeting and annually as scheduled.	10/31/25 & 12/31/25	

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8	251.07(5)(a)10. <b>Sharing Information About Food &amp; Other Allergies</b>  Description: The physical examination report on file for Child #3 is dated 8/13/25 and identifies the child as having an allergy to shellfish however the child's name and allergen is not included on the posted center allergy list.	The center will review children's updated health and health history forms to ensure the most up-to-date information is listed on classroom's allergy list and communicated with classroom teachers of any updates.	10/31/25	
9	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: The most recent documentation of the required 6 month reviews of the center medical log books are dated 11/25/24.	Medical logs were reviewed and updated after licensing visit. Medical logs will be checked within the required 6-month as the center have set up quarterly reminders to check all medical logs.	10/31/25	
10	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: A bottle in the refrigerator in the infant classroom is not dated.	Infant room teachers were reminded to check the fridge after a child is dropped off to ensure the child's name and the current date is written on the bottle/sippy cups. Monthly health and safety checks and daily spot checks will be conducted by administrative staff to ensure compliance.	10/31/25	

**NAME** - Agency Worker  
Maureen Slatten, Sara Cooney

Date Issued  
10/20/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee  
Noreen Collins

Date Signed  
10-23-25