

<b>Date Correction Plan Due</b> 4/23/2026	<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 532051257		<b>Telephone Number</b> 414-374-9450	<b>Date - Regulation Visit</b> 3/25/2026	
	<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: The health history forms for Child #2 and #3 are incomplete. Medical condition listed and not all of the questions answered concerned medical condition.  Repeat violation: Previously cited on 10/8/2025	Review of Child#2 and #3 health history forms will be reviewed with parents to ensure accuracy of information and placed in child's file.  Administrative staff will ensure any updates to a child's health history is completed by parents and placed in	04/13/26	
2	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: Child #2 does not have documentation of immunizations.	Center will ensure that children's immunization records are on file during the enrollment process. Monitoring of children files will be conducted by the administrative staff to make sure all child records are up to date and accurate.	04/13/26	

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3	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff days and hours and which classroom worked is not accurate for 2/18/26.	A "Staff Ratio Tracker" was created and implemented into our daily operations to ensure adequate staff tracking within the classrooms if they are included in the staff-to-child ratio.	03/30/26	
4	251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b>  Description: A phone mounted to the wall is not secure and falling off in the 2 year old room.  Repeat violation: Previously cited on 9/3/2024	A request was made to our IT department on 04/10/26 to replace and resecure the phone in the classroom.  IT is placing an order for a new phone to be delivered and mounted by completion	05/03/26	
5	251.06(9)(d)1.b. <b>Food Storage - Refrigeration Units</b>  Description: The freezer in room 134 is reading at 10 degrees. It needs to be maintained at 0 degrees or below.	Thermometers were replaced while licenser was still on site during the time of her visit.  Thermometers will also be checked monthly during monthly safety and risk checks by administrative staff.	03/25/26	
6	251.06(9)(d)1.c. <b>Food Storage - Cold Storage Thermometers</b>  Description: Freezer in the Toddler room A is not reading correctly, it is reading at -50 degrees.  The thermometer in refrigerator located in Toddler A room is not reading correctly, it is reading at 0 degrees.	Thermometers were replaced while licenser was still on site during the time of her visit.  Thermometers will also be checked monthly during monthly safety and risk checks by administrative staff.	03/25/26	

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7	251.07(5)(a)5.a. <b>Menus - Post</b>  Description: Snacks brought in by staff for children are not listed on the menu.	Staff were informed that children are to only be served what is on our weekly menus for breakfast, lunch, and snack.  Any additional snacks provided by parents for all children will be posted on the menu in an area accessible to parents.	03/26/26	
8	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: There is not a medication authorization form for a medication on the premise for an enrolled child.	Authorization to Administer Medicine will be completed and signed by parent when medication is to be administered by center staff.  Monthly and unannounced health and safety checks will be done by administrative team to ensure adherence	04/13/26	
9	251.07(6)(f)1.b. <b>Medication Administration - Containers &amp; Labeling</b>  Description: A nasal spray for an enrolled child is not in the original container and is not labeled with a name.	Medication will not be accepted unless the parent/guardian completes the "Authorization to Administer Medication" form for their child with specific instructions on how to administer medication.  Center will send medication home once the timeframe of treatment has commenced.	04/13/26	
10	251.09(2)(bm) <b>Infant &amp; Toddler - Sleep Position</b>  Description: An infant was observed sleeping in a bouncy seat.	Each child under one year of age will be placed to sleep on his or her back in crib unless otherwise specified in writing by the child's physician. Teachers have been instructed and reminded of this policy.  Frequent observations will be conducted along with the center's monthly health and safety checks to ensure policy is being adhered to.	03/26/26	

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11	251.09(4)(a)2. <b>Infant &amp; Toddler - Wet Or Soiled Diapers</b>  Description: A child's diaper was never changed on 2/18/26 when the child was in care for approximately 6 hours.	The center uses the ProCare app to communicate in writing to the parents regarding children's care and routines. The center will do multiply daily checks to ensure children's activities are being recorded in a timely manner. If the app becomes unavailable, a handwritten daily report will be completed for parents/guardians.	03/30/26	

**NAME** - Agency Worker  
Sara Cooney, Kristin Lange

Date Issued  
4/9/2026

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

Noreen Collins

Date Signed  
04/23/26