

Date Correction Plan Due 2/4/2026	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 Caterpillar College Preschool		Provider Number / Facility ID Number 7000584297 / 002 - 1015899		
Address - Facility (Street, City, State, Zip Code) 8411 Old Green Bay Rd Pleasant Prairi WI 531582700		Telephone Number 262-705-5754	Date - Regulation Visit 1/20/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Documentation of complete contact information for an emergency contact and a person authorized to pick up was not observed for 1 child.	DCF's Child Care Enrollment form lists 'Emergency Contact' information in the line directly below 'Authorized Persons.' In this case, the emergency contact is a retired grandmother with no email address or employment number. This same individual is also the second authorized person listed just above. Parent drew an arrow to indicate that this individual is also the emergency contact. Center has re-written this information as parent deems the arrow as unambiguous and refuses to manually duplicate identical information 1 line below.	January 21, 2026	
2	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Documentation of educational qualifications for an assistant child care teacher and a child care teacher was not observed.	All our staff hold advanced degrees. Official transcripts for 3 teachers - sent directly from 3 universities - have had to be re-sent multiple times to the Registry as there has been no record of receipt. One staff member is currently enrolled in a required course with completion in early February 2026. Another staff member is waiting to hear back from the Registry after confirming receipt of official transcripts.	March 4, 2026 This timing is dependent on when the Registry completes its review. Currently they are processing applications filed six weeks ago.	

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NAME - Agency Worker
Colleen Hanser, Jennifer Brees

Date Issued
1/21/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Rachel Israel-Quinn, Director

Date Signed
1/28/26