DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 10/2/2025	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 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 Zoe's Child Development Center Inc		**Provider Number / Facility ID Number** 4000587554 / 002 - 2008212	
Address - Facility (Street, City, State, Zip Code) 5204 N 36Th St Milwaukee WI 532094723	**Telephone Number** 414-840-3144	**Date - Regulation Visit** 8/28/2025	
	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Child #1 file does not contain emergency contact information.	Will have parent complete information. We will review files monthy for uptodate information	10/24/25	
2	251.04(6)(a)6. **Child Record - Health History** Description: Child #3's file does not contain health history information. Child #2's health history indicates a food allergy. There is no information in the file regarding triggers, signs and symptoms, steps that should be followed, when to call a parent and when the condition requires emergency medical care.	Child #3. Will have parent complete. Child #2: will talk with parent and have them update information.	10/24/25	

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.04(6)(a)6m. **Child Record - Immunization History** Description: Child #2's file does not have documentation of immunizations.	Child #2 will have parent obtain records We will review files monthly for uptodate information	10/24/25	
4 251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Attendance is not current and accurate. Two children who were present were not signed in on the attendance sheet.	Will remind parents of sign in and will also check sign in every 15mins during pick ups & dropoffs.	10/24/25	
5 251.05(2)(a)1. **Staff Record - Personal Information** Description: Staff C's file does not contain emergency contact information.	Will have Staff C complete information. Will carefully review all files and also monthly reviews	10/24/25	
6 251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff A's physical on file is marked no when asked if they are physically able to work with young children. Staff D's physical on file was not within the last 12 months or within 3 months of being hired.	Staff A: will have staff get new physical Staff D: will have staff get new physical will review all files monthly	10/24/25	

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7 251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Staff are not documenting what classroom they are in when used to meet staff to child ratios.	In staff meeting will go over procedure of signing in and out	10/24/25	
8 251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A does not have documentation of training in Child Abuse and Neglect and have been employed at the center for more than one week.	Will obtain missing documentation that was missing. Will start checking every file monthly.	10/24/25	
9 251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: There was not a child care teacher supervising each group of children when Staff B and Staff were alone in the infant room and the school age room. Neither are qualified as a child care teacher.	We will make sure all required classes are completed by all staff.	10/24/25	
10 251.055(1)(f) **Child Tracking Procedure** Description: Upon arrival at the center there was no child tracking for any of the children.	We will create a child tracking procedure for all classrooms and go over with all teachers	10/24/25	

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11	251.055(2)(d) **Mixed Age Group With Children Under Age 2 - Group Size** Description: There was a mixed age group of 11 school age children in the 1-2 year old room with one child under the age of 2 (14 months). Because there was a child under the age of two years old the group size cannot exceed 8.	We were having a back to school celebration; going forward we will stay in ratio of 8 if under 2 is included. We will go over ratios in staff meetings for everyone's understanding	10/24/25	
12	251.055(2)(L) **Staff-To-Child Ratios - Non-Classroom Duties** Description: Ms. Evans was doing non-classroom duties when preparing breakfast when she was needed to meet staff to child ratios.	In staff meeting will go over classroom ratios to ensure ~~staff~~ to child ratios are in place. Also posted ratios in class.	10/24/25	
13	251.06(11)(b)5. **Outdoor Play Space - Energy-Absorbing Surfaces** Description: There was not 9 inches of mulch under the swings.	Purchase more mulch. Also to move mulch back in place after play ~~or~~ right away. add more as needed	10/24/25	
14	251.06(11)(bm)3. **Outdoor Play Equipment - Construction, Condition** Description: Several pieces of equipment in the outdoor play space was broken, exposing sharp plastic.	Will remove all broken equipment and replace with new. Will make it procedure to look over all equipment and remove any broken immediately.	10/24/25	

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15	251.06(2)(a) **Potential Source Of Harm On Premises** Description: There are small pieces of plastic on the ground throughout the outdoor play space. These small pieces pose a choking hazard. On the ladder/rock wall of the play structure there are two nails sticking out of the wood.	We will comb the playground and remove all items that pose a hazard. Then daily walk the playground for anything that needs removal.	10/24/25	
16	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: There is a bottle of laundry soap sitting on the floor next to the front entrance accessible to children.	Will make sure delivery items are stored away immediately after delivered.	10/24/25	
17	251.06(2)(gm) **Premises - Well Drained, Clean, In Good Repair** Description: There is a piece is wood that is not longer secured to the building in the outdoor play space. There is a small hole in the drywall located right outside the infant room.	Will call the leasing agent and have these items fixed. We will make it a daily habit to scan outside and inside for repairs.	10/24/25	

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18	251.06(2)(m) **Cleaning Aids - Equipment** Description: There is a mop bucket full of water by kitchen. All mop buckets need to be emptied.	In the next few staff meetings we will go over proper procedures for cleaning and storage of cleaning items	10/24/25	
19	251.06(9)(a)5. **Kitchen - Single-Service Utensils** Description: A box of single service utensils in the kitchen are not covered.	Ensure all kitchen utensils are stored properly by keeping in drawers or in a covered container.	10/24/25	
20	251.06(9)(d)1.b. **Food Storage - Refrigeration Units** Description: The refrigerator was not maintained at 40 degrees or below. The thermometer read 58 degrees. Staff reported having problems with the refrigerator. Condensation was noticeable on the items in the refrigerator.	Have refrigerator serviced and purchase new thermometers. Also check at the beginning of each week to ensure properly working.	10/24/25	
21	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: There were several open boxes of dry food that were not stored in zip-type closure or in a food grade container.	To purchase more food grade containers and zip locked bags. -Make sure all dry food is properly stored and labeled	10/24/25	

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22	251.07(1)(c) **Television As Part Of Program** Description: Upon arrival the 11 children in the 1-2 year old room were watching Dora. Television can only be used as a supplement to the daily programming.	If we combine age ranges we will have/add developmental level items for school age children.	10/24/25
23	251.07(3)(a)1. **Indoor Equipment - Developmental Level, Size** Description: There was no developmental level equipment in the 1-2 year old room which had 11 school age children ranging in ages from 5 to 12 years old.	If we combine age groups we will add developmental items for those children.	10/24/25
24	251.07(3)(g) **Tables & Seating - Height & Size** Description: The 1-2 year old room does not have table and chairs for the school age children present.	If school age children will combine with under 2 class will bring table and chairs suitable for all children.	10/24/25
25	251.07(5)(a)6. **Menus - Changes** Description: Changes were not made to the menu on 8/28/25 when the breakfast served does not match what is on the menu.	We had a change in menu item this day. We will immediately make necessary changes to every menu in site at the time of change.	10/24/25

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26	251.07(6)(i)1. **Washing Child's Hands & Face** Description: A child's hands were	During staff meetings. will go over handwashing procedures. Also post handwashing procedures in classrooms.	10/24/25	
27	251.07(6)(i)2. **Adult Handwashing** Description: Staff did not wash their hands after diapering a child.	During staff meetings will go over proper diaper changing procedures Also post in classrooms	10/24/25	
28	251.09(1)(am) **Infant & Toddler - Intake Information** Description: An infant who was present did not have a complete Infant and Toddler intake form on file, there were only two of the four page form on file. *Corrected - During the visit the parent emailed over the other two pages of this form.	Will make sure child's information is placed in file in a timely manner. Also. files will be reviewed weekly/monthly in infant classrooms.	10/24/25	
29	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: There was no infant and toddler intake forms in the classroom for three children who were present at the center.	Will make sure all intake forms are kept in file and in classroom. Will go over in staff meeting as well.	10/24/25	

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30 251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Two bottles brought from home are not labeled with a name or date.	Parent brought insulted bag with bottles we labeled the bag. Going forward infant room teacher will label each bottle in bag as well.	8/28/25	

NAME - Agency Worker
Sara Cooney

Date Issued
9/17/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10.2.2026