

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
4/22/2024

**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**

**Provider Number / Facility ID Number**

Elmbrook Preschool

6000590116 / 001 - 2005015

**Address - Facility (Street, City, State, Zip Code)**  
13001 W North Ave Brookfield WI 530055214

**Telephone Number**  
262-780-0122

**Date - Regulation Visit**  
4/4/2024

**Rule/Statute Number**  
**Noncompliance Statement**

**Correction Plan**

**Expected Completion Date**  
**Verification Date**

1  
251.055(1)(a)  
**Supervision Of Children**

Description: Children were not closely supervised when leaving the classroom to use restroom in the hallway.

Teacher will watch children from the classroom doorway when they go to the bathroom.

4/5/2024

2  
251.055(1)(f)  
**Child Tracking Procedure**

Description: Tracking not implemented. Children are not signed off tracking sheet when not in classroom or in attendance.

Children are signed off tracking sheet when not in classroom.

4/5/2024

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Date - Regulation Visit  
4/4/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>3 251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b> Description: Shaving cream labeled Keep Out of Reach of Children was accessible to children in an unlocked cabinet under the sink in the 4- to 5-year-old classroom. Repeat violation: Previously cited on 4/26/2022</p>	<p>Shaving cream has been moved to a cabinet in a room not accessible to children</p>	<p>4/5/2024</p>	
<p>4 251.06(9)(d)2.a. <b>Food Storage - Dry Food</b> Description: Open bag of Vegi chips, flour, and rice cakes are not being stored in zip lock style bags or food grade sealed containers.</p>	<p>All open bags of food are now stored in plastic containers.</p>	<p>4/5/2024</p>	
<p>5 251.07(5)(b)5. <b>Eating Surfaces - Cleaned, Sanitized</b> Description: The table used by children for snack was not washed and sanitized before use.</p>	<p>Snack tables are washed and sanitized before use. (Teacher informed me that the table had been sanitized earlier when children were not in the classroom)</p>	<p>4/5/2024</p>	

NAME - Agency Worker  
Charlene Langsdorf

Date Issued  
4/8/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Pamela A Conrod*

Date Signed  
4/18/2024