STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due 8/6/2026	**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		Provider Number / Facility ID Number
Brenda's Learning Center 2		2000585882 / 003 - 2002472
Address - Facility (Street, City, State, Zip Code) 5512 W Center St Milwaukee WI 532102319	**Telephone Number** 414-213-8668	**Date - Regulation Visit** 7/8/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.b. **Department Notices Posted** Description. A Warning Letter issued on 5/16/25, is not posted next to the child care license as required. The Warning Letter is not posted.	printed and posted same day	7/8/26	
2	251.04(6)(a)6m. **Child Record - Immunization History** Description Child #2, who has attended the center since 5/19/26, does not have documentation on file that indicates the child's immunization history is in compliance with s. 252.04, Stats , and ch. DHS 144.	Shot records have been updated in folder	7/13/26	

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3	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description The daily attendance record is not current and accurate. On 7/8/26 departure times have not been recorded for two children who have left the center and an arrival time has not been recorded for one child observed in care. The daily attendance record also does not contain children's birthdates.	Added birthdate to attendance sheets. Making sure staff signs children in/out	7/8/26	
4	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description Staff A, who has been employed since 10/16/24, does not have a completed physical examination report on file that was completed not more than 12 months prior to nor more than 30 days after the person was hired. The health report on file for Staff A does not state the person is physically able to work with young children.	employee has an appointment on august 17th	8/17/26	
5	251.05(2)(a)4.a. **Staff Record - Registry Certificate** Description. Staff A does not have a certificate on file from the Wisconsin Registry documenting that the person has met the educational qualifications for her position of child care teacher, a position she has held for more than 6 months. The paper and electronic Registry certificate for Staff A indicates she meets the qualifications for an assistant teacher.	Employee update everything on registry and waiting for update	Soon 8/10/26	

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251 05(2)(a)6. **Staff Record - Days & Hours Worked** Description Documentation of the days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio is incomplete. There is no documentation of staff hours for 7/6/26, 7/7/26, and 7/8/26 and per the licensee there are no historical records of staff hours available for review.	Staff are signing in and out on attendance sheets		
251.05(3)(c) **Cardiopulmonary Resuscitation Training** Description: The licensee does not have a current certificate of completion for infant and child CPR with AED available for review, either paper or electronic. The most recent certificate on file for the licensee expired on 10/14/25.	Completed online course	7/30/26	
251.05(3)(cm) ***Child Abuse & Neglect - Biennial Training*** Description The licensee's training on child abuse and neglect is expired, having expired on 8/9/25. A current certificate is not available for review, either paper or electronic.	Completed course through early education station	8/10/26	

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9	251 055(1)(f) **Child Tracking Procedure** Description A staff member caring for the 10 children present in the center in the outdoor play space for the duration of the visit does not have a list of the children's names she is caring for The tracking clipboard is inside the center and does not accurately reflect the names of the children in care.	making sure kids are signed in and out and board are with children	7/8/26	
10	251.06(10)(f) **Bathroom Supplies** Description Toilet paper is not accessible to children in the bathroom.	making sure tissue is stocked in bathroom	7/28/26	
11	251.06(11)(b)5. ***Outdoor Play Space - Energy-Absorbing Surfaces*** Description A metal climbing dome observed in the outdoor play space is at least 5 feet tall and does not have the required 9 inch depth of energy absorbing surface underneath. In addition, the climbing dome does not have the required 4 foot fall zone on two of it's sides Included in a Warning Letter issued 5/16/25. Repeat violation Previously cited on 5/7/2025	Dome was removed from playground 5/16/25 was for a slide we removed	7/9/26	

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12	251.06(2)(a) **Potential Source Of Harm On Premises** Description: A thick, knotted blue rope is tied to and hanging from a metal dome climber in the outdoor play space. Loose cords are accessible to children in a classroom. There is a hole in the netting of one of the center Pack N Plays.	Removed Dome from Play ground Removed cords Tossed out Pack N play	7/9/26	
13	251.07(5)(a)4. **Meals & Snacks - Minimum Meal Requirements** Description Items served to children as meal/snack components do not always meet the minimum USDA requirements including Pop Tarts, Nutty Buddy bars, Little Bites Fudge Brownies, Hostess Donuts, Oatmeal Creme Pies, Spring Butterfly cakes, Strawberry Shortbread cookies, and potato chips.	purchase new snacks that meet USDA requirements	7/10/26	
14	251.07(5)(a)5.b. ***Menus - Plan*** Description: Menus are not planned at least one week in advance. The menus posted are dated 6/22/26-6/26/26.	Updated menus	7/8/26	

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15	251.07(6)(dm)4. **Medical Log - Reviewing Injury Records** Description Per a review of the center medical log book there is no documentation demonstrating that the director or director's designee reviewed records of injuries with staff every 6 months to ensure that all possible preventive measures are being taken. Repeat violation: Previously cited on 5/7/2025	Reviewed all entries	7/8/26	
16	251.09(1)(c) **Infant & Toddler - Documenting Changes In Development** Description Infant & Toddler Intake information on file for Child #3 has not been updated every three months as required. The most recent update for Child #4 is dated 1/12/26.	Intake forms have been updated	7/30/26	
17	251.09(1)(j) **Infant & Toddler - Crib Mattresses & Coverings** Description Mattresses observed in the Pack N Plays are not tight-fitting and the sheets covering the mattresses do not fit snugly over the mattress.	pulled sheets tighter in pack n plays	7/8/26	

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
7/22/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Stephanie Hudson

Date Signed
7/8/26