INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated July 08, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** tiisha.harrell@wisconsin.gov **or**
   - **Fax:** (262) 446-7991 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHEASTERN REGION
     635 N 26th ST

     MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: https://www.surveymonkey.com/r/LicenseFeedback. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
7/22/2026		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
Lakeside Academy	2000589852 / 001 - 2004634

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
651 E Imperial Dr Hartland WI 530292615	262-369-6700	7/8/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.06(11)(b)7. **Outdoor Play Space - Enclosure** Description: There was an open area greater than 4 inches in the wood fence, at the back of the outdoor play space.	We are in contact with our playground builder to replace the parts if they are under warranty other wise we will have buildings and grounds add a piece of treated wood to the back to fill the open space.	9/15/2026	
2	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: Lotion, labeled "keep out of reach of children," was observed on a low shelf in the Purple Cats Classroom, and was accessible to the children.	Lotion was returned to the drawer that has a child safety lock on it. Staff were reminded that all lotion, creams, and topical ointments need to be out of reach and not accessible to children at all times.	7/13/26	

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3	251.06(3)(b)2. **Emergencies - Practice Written Plans** Description: Documentation of completed fire evacuation and tornado drills for the month of June 2026 was not observed during the monitoring visit.	Drills were done, but dates was not written down. Dates were logged appropriately and will continue to do monthly drills	7/13/26	
4	251.07(4)(e) **Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness** Description: Cots were not stored in a sanitary manner when they were uncovered and had items sitting on top of them, in the Purple Cats Classroom.	Cots will be covered with the designated covering, staff will be reminded to cover the cots in the correct manner, and no items will be placed on top of the cots.	7/13/26	
5	251.09(4)(a)5. **Infant & Toddler - Soiled Diapers Disposal** Description: A disposable diaper was observed in an open garbage container in the bathroom of the Purple Cats Classroom.	Diapers will strictly be thrown away in the garbage with a lid on it and not in the open garbage meant for paper towels.	7/13/26	

NAME - Agency Worker
Tiisha Harrell

Date Issued
7/8/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
7/13/26