DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 12/1/2026	**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 In Mercy's Hands		**Provider Number / Facility ID Number** 1000590011 / 001 - 2004891
Address - Facility (Street, City, State, Zip Code) 6921 W Herbert Ave Milwaukee WI 532182914	**Telephone Number** 414-231-0821	**Date - Regulation Visit** 11/5/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(1)(a) **Licensed Capacity** Description: The number of children in care has exceeded the number of children for which the center is licensed Per a review of a sampling of attendance records the center's licensed capacity of 8 was exceeded the weeks of 9/21/26, 9/28/26 and 10/5/26 when 10 children were in care at one time. Repeat violation: Previously cited on 10/28/2025	Attendance Sheets will be reviewed daily ensuring accurate in/out times and dates of children in attendance.	11/13/26	
2	250.04(6)(a)4.b. **Child Record - Physical Exam - Over 2, Under 5** Description: Child #1 (age 3) does not have a follow-up health examination report on file that was completed at least two years after the initial health examination report. The most recent health report on file for Child #1 is dated 11/5/23.	enforce stricter rules with parents proving documentation needed	11/13/26	

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3	250.04(6)(b) **Current, Accurate Daily Attendance Record** Description: The daily attendance record is not current and accurate. A departure time is missing for Child #5 on 10/15/26. There are no attendance records available for review for the week of 10/19/26.Children's birthdates are missing on some attendance records and children's birthdates that are included are missing the year of birth. Attendance records reviewed do not identify the year the records are from. Repeat violation: Previously cited on 10/28/2025	attend additional training on documentation and record keeping to refresh skills needed to remain in compliance	11/13/26	
4	250.05(2)(c) **Staff File - Days, Hours Worked** Description: Documentation of the actual days and hours worked by staff when the hours were used to meet the applicable staff-to-child ratio is incomplete. There are no staff hours available for review for the week of 10/19/26. There are no staff hours recorded to demonstrate who met the staff-to-child ratio before 8AM and after 5PM for the weeks of 9/21/26-9/25/26 and 10/5/26-10/9/26 when children are recorded as being in care. A departure time was not recorded for the licensee on 11/4/26 and for Staff B on 11/3/26. Repeat violation: Previously cited on 10/28/2025	enforce mandated entry/exit record keeping documenting actual times.	11/13/26	

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5	250.06(2)(m) **Premises - Condition & Repair** Description: The Railing attached to the stairs outside the back door which leads into the outdoor play space is loose and sways back and forth.	Railing tightened	11/13/26	
6	250.06(9)(j) **Meals & Snacks - Records** Description: Accurate records of meals and snacks served to children are not available for review by parents and the licensing representative. Meal and snack records are not dated.	Notebook obtained for record keeping of menus.	11/13/26	

NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
11/13/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

B.S. M.S. LPC

Date Signed
11/13/2026