

Date Correction Plan Due 4/9/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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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 202.085, 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 Next Level Childcare Center		Provider Number / Facility ID Number 4000591764 / 001 - 2006964	
Address - Facility (Street, City, State, Zip Code) 1234 W Burleigh St Milwaukee WI 532062727		Telephone Number 262-993-6932	Date - Regulation Visit 3/5/2026
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(3)(b) Report - Damage To Premises</p> <p>Description: The licensee failed to report to the department damage to the premises that may affect compliance with this chapter. In approximately November 2025 a tree located outside the play space fell, temporarily preventing use of the play space and damaging the permanent enclosure.</p>	<p>Tree Fell on a Sunday Center was closed and removed same day No disruption of business was caused will report any accidents going forward.</p>	3/28/26	
<p>2 251.04(6)(a)6. Child Record - Health History</p> <p>Description: Health history and emergency care plan information on file for Child #5, who is identified as having a lactose intolerance is incomplete. The lactose intolerance is not identified on the child's health history form and questions #2-8 have not been answered.</p>	<p>Parent was given form back and ask to update form have been updated</p>	3/28/26	

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3 251.04(6)(a)6m. Child Record - Immunization History Description: Documentation indicating the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 is not on file for Child #2 who has attended the center since 2/27/25.	Mother was informed and appointment has been set for April 30th at 2:15pm	4/30/26	
4 251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Child #2 (age 1), who has attended the center since 2/27/25, does not have on file an initial health examination that was completed not more than 6 months prior to nor more than 3 months after being admitted to the center. There is no health report on file for Child #2.	Appointment has been set for April 30th at 2:15pm	4/30/26	
5 251.04(6)(b). Current, Accurate Daily Attendance Record Description: The daily attendance record is not current and accurate. Arrival times were not recorded for 3 children observed in the care of the center. Departure times were not recorded for two children on 3/4/26.	Staff meeting was held 3/28/26. Went over important rules and violation that occurred	3/28/26	

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6	251.04(6)(c) Daily Attendance Record - Transportation Description: The daily attendance record for transportation is not current and accurate. A drop off time was not recorded for Child #3 who was transported the morning of 3/5/26.	Meeting was held and rules were discussed and violation was discussed also	3/28/26	
7	251.04(7)(a) Disclosure Of Personal Information Description: Personal information regarding children is disclosed. A Child Record Checklist and bus route, school information, and parent contact information for a child is posted on the center parent board.	Papers was removed immediately and placed on board in kitchen area away from exposure	3/5/26	
8	251.05(2)(a)2. Staff Record - Completed Background Check Description: Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements specified in s. 48.688, Stats., and ch. DCF 13 and the person is eligible to work in a child care program is not on file for Staff D who has been employed since 5/1/25 and is observed transporting children and working in a classroom during the visit and for Staff E who has worked as an assistant teacher since 8/1/25.	Called background department and was informed about glitch in system and was give the material to do new background check and was completed next day 3/6/26	3/6/26	

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9 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B, Staff D, Staff E, Staff F, Staff G and the licensee (Staff H) who have all been employed for more than 30 days do 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.	All staff have been scheduled for physical and TB test	4/30/26		
10 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of the days and hours worked when the person was included in the staff-to-child ratio does not identify the classroom the staff person worked in for any center employees per a review of notebooks containing documentation of staff hours.	New way of signing in for staff was added and talked about in meeting and will be required to follow	3/28/26		
11 251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff E, who has been employed since 8/1/25, has not obtained a current certificate of completion for infant and child CPR with AED. Repeat violation: Previously cited on 12/9/2024	Staff is required to set up class and may be put on leave if not done by 4/30/26 until completed	3/28/26		

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1234 W Burleigh St Milwaukee WI 532062727		262-993-6932	3/5/2026
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12 251.055(1)(f) Child Tracking Procedure Description: The tracking procedure was not adhered to in the preschool classroom when the dry erase board used for tracking did not accurately reflect the names of the children present in the classroom.	Rule was gone over and staff understood it was discussed in meeting on 3/28/26	3/28/26	
13 251.08(11)(b)7. Outdoor Play Space - Enclosure Description: Lattice fencing used to extend the height of the metal fence that surrounds the outdoor play space is falling off in multiple areas preventing the enclosure from reaching the required 4 foot height and resulting in gaps greater than 4 inches. Other areas of the fencing are observed in disrepair.	gate was repair and closed in areas that was open. Need more time to get done will be done by 5/29/26	3/28/26 5/29/26	
14 251.06(2)(a) Potential Source Of Harm On Premises Description: In the infant classroom torn paper shades are within the reach of children behind Pack N Plays, a charger cord is observed on the set of a glider, a box fan with cord, and a commercial sprayer with plastic tubing are all accessible to children. A hedge trimmer and weed eater are observed on the landing leading to the outdoor play space. A long cord hanging out of an open backpack is accessible to children in a classroom. Broken blinds are accessible to children in the preschool classroom.	Shades have been fixed and repaired. Staff meeting held rules reviewed. No broke blinds in Preschool Room	3/28/26	

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15	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: Clothing including soiled underwear is on the floor in the area leading to the outdoor play space. Additional dirt and debris is also on this floor area. An area of siding on the side of the center is in disrepair and falling off.	Tenant s was informed about clothing and returned to parent will make sure hall is clean and free of all things	3/5/26	
16	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: The rear secondary exit that leads to the outdoor play space is obstructed by a large easy chair that needs to be moved to enable licensors to access the stairway to the exit. The exit is also blocked by a refrigerator which prevents the door leading to the exit from fully opening and the exit does not have a minimum clear width of 3 feet due to the placement of a second refrigerator.	Chair was being taken to basement and was taken down same day. Refrigerator was moved over to clear exit	3/5/26	
17	251.06(9)(a)2 Kitchen Equipment & Utensils - Safe & Sanitary Description: The interior of the kitchen refrigerator is dirty including food on top of paper towels inside one of the produce crispers.	Fruit was washed and allowed to drain inside refrigerator. Paper towels was removed and leaves from fruit also	3/5/26	

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18	251.07(3)(a)2. Indoor Equipment - Construction, Condition Description: Play equipment observed in the outdoor play space is not in good operating condition. For example, a stationary wooden car is rotted and filled with debris. Other toys are broken and dirty.	Items removed and play area cleaned	3/28/26	
19	251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: USDA minimum meal requirements are not always met. Chocolate cream filled sandwich cookies and water was observed served for morning snack. Per observation of the menu for 3/2/26-3/7/26 the following items do not meet the USDA requirements: oatmeal cookies, iced animal crackers, toaster strudels and Rice Krispie treats. Also, specific fruit and vegetable components are not specified.	Menus revised and USDA meals and snacks included	4/30/26	
20	251.07(5)(a)5.a. Menus - Post Description: The meal and snack menu has only been posted in the kitchen and has not been posted in a conspicuous place accessible to parents.	Menus and snack posted on parent board and kitchen area	3/28/26	

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21 251.07(6)(dm)1. Medical Log Book Description: The pages of the medical log book are misnumbered. The first page of the book is numbered as "1", the second page is not numbered and Page 3 is numbered "1."	New log book Entered and old book on file for request	3/28/26	
22 251.07(6)(dm)2. Medical Log - Pages & Entries Description: All lines on Page 1 and 2 of the medical log book have been skipped. Entries start on Page 3 of the book.	New log book Done	3/28/26	
23 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The director or director's designee failed to review records of injuries with staff every 6 months to ensure that all possible preventive measures are being taken and failed to document the required review in the medical log book.	Log book was reviewed on 3/28/26	3/28/26	
24 251.08(3)(a) Information In Vehicle - List Of Children Description: The licensee failed to ensure that a list of the children being transported was maintained at the center while children are being transported during the monitoring visit.	All children Information was added to Van and in Center	3/6/26	

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25	<p>251.08(3)(b) Information in Vehicle - Emergency Information</p> <p>Description: The licensee failed to ensure that a copy of the completed permission and emergency information form was maintained in the vehicle transporting children while the children are being transported on 3/5/26 per observation of transportation services including for four children dropped off at the center during the monitoring visit.</p>	All forms have been added to Van and in Center	3/28/26	
26	<p>251.08(3)(c) Information in Vehicle - Route And Stops</p> <p>Description: The licensee failed to ensure that the transportation route and scheduled stops is maintained at the center including while 4 children are being transported during the monitoring visit. In addition, not all children transported on 3/5/26 were included in the routes and stops maintained in the vehicle.</p>	All forms have been added to Van and in Center	3/28/26	
27	<p>251.08(4)(b) Driver Orientation - Requirement</p> <p>Description: Staff D, who has been employed as a driver since 5/1/25 and is observed transporting children during the monitoring visit does not have documentation of a driver orientation on file.</p>	Staff information have been added to file and will be available upon request	3/28/26	

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28	251.08(4)(c)1. Driver Record - Obtain & Review Description: Staff D, who has been employed as a driver since 5/1/25 and is observed transporting children during the monitoring visit does not have a copy of her driving record on file prior to the day she first transported children.	Driving record was added and will be updated every two years	3/28/26	
29	251.08(5)(b) Vehicle Inspection Report Description: The licensee failed to provide the department with evidence of a vehicle's safe operating condition on a form provided by the department (Vehicle Safety Inspection). The most recent Vehicle Safety Inspection completed for the Silver Dodge Caravan is dated 4/17/24. A piece of the minivan several feet in length detaches from the vehicle following transportation drop off at the center and eventually completely falls off and lay in the street.	Safe inspection was done immediately and was added to Van and in center	3/28/26	
30	251.08(6)(a) Child Safety Restraint System Description: Children under 8 years of age were transported in a motor vehicle without being restrained in a child safety restraint system that is appropriate to the child's age and size in accordance with s. 347.48 Stats., and ch. Trans 310. A one year old was observed seated in a low back booster seat and a two year old was observed restrained in a high back booster seat with a seat belt that is secured across her torso and under her arm pit.	New restrain car seat was added to Van immediately and Driving orientation done rules reviewed	3/28/26	

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31 251.08(8)(b)1: Seat Belt Use - Child Description: A nine year old child in the third row bench seat was not observed restrained in a seat belt and reports he did not wear a seat belt while being transported by the center contrary to s. 347.46, Stats., and ch. Trans 315.	Staff was held 3/28/26 and all violations was reviewed and staff informed about rules	3/28/26	
32 251.08(8)(b): Vehicle Safety Alarm - Prompts Inspection Of Vehicle Description: Staff G, who is seated in the third row of the van during a transportation route, shut off the vehicle safety alarm prior to any children exiting the vehicle. The driver failed to inspect the vehicle to ensure that no child is left unattended in the vehicle prior to the alarm being shut off.	Staff was held 3/28/26 and all violations was reviewed and staff informed about rules	3/28/26	
33 251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: Admission information for the children under two who are present in the infant classroom is not known to the child care worker caring for them when Staff A reports she does not know where the information is.	All staff was made aware the items responsible for their room and where material is found	3/28/26	

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34 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Infant & Toddler intake information on file for Child #2, #3 and #4 has not been updated every three months as required. The most recent updates for Child #2 and Child #4 are dated 10/1/25.	All file in the center have been review and updated and staff intake updated and rule reviewed with staff	3/30/26	
35 251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description: An infant was observed covered with a blanket while sleeping in A Pack N Play. Repeat violation: Previously cited on 12/9/2024	Staff meeting held rules reviewed and staff made aware of state rule and important part of this rule.	3/30/26	
36 251.09(4)(b) Infant & Toddler - Sinks In Self-Contained Area Description: Two children under the age of 2 (an infant and a one year old) were cared for in a classroom without a sink on 3/5/26.	Staff made aware of rule in state rule book and the rule made aware and will be followed	3/28/26	

NAME - Agency Worker
Maureen Slaten, Sara Cooney

Date Issued
3/25/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Angela V. [Signature]

3/27/2026