Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/12/2026		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
Karters Kiddie Klubhouse Child Care Center	2000592272 / 001 - 2007464

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
3328 W Villard Ave Milwaukee WI 532094811	414-334-7668	8/11/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251 04(6)(b) **Current, Accurate Daily Attendance Record** Description At the time of the complaint visit, there were ten children signed in and there were eleven children present.	I will make sure all staff are aware all children should be signed in upon arrival and if being dropped off all staff should check behind parents to ensure each child is signed in and out at arrival and departure.	8/11/2026	
2	251 05(3)(g)1. **Assistant Child Care Teacher - Supervision** Description An assistant child care teacher was not working under the supervision of a lead child care teacher when they were left alone in the infant room with no supervision by a qualified staff	I will ensure each asst teacher is being accompanied by a lead teacher while supervising children in any class room.	8/11/2026	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.05(3)(k)2 **Contact With Person - Behavior** Description A staff member continued to be employed after documentation provided by center displayed multiple incidents that provided for concern for the safety of children that the staff may be in contact with.	I will ensure staff are terminated effective immediately if they display concerns for the safety of children they may be in contact with. Staff member in question was terminated on 3rd occurrence as stated in policy.	8/10/2026	
4	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description. There was not a fully qualified lead child care teacher in the infant room until the end of the visit. The infant room was being supervised by an assistant child care teacher	I will ensure each asst teacher is being accompanied by a lead teacher while supervising children in any class room. I will ensure a fully qualified teacher is working the infant room.	8/11/2026	
5	251.055(1)(f) **Child Tracking Procedure** Description The tracking procedure that was being implemented at the time of the visit failed. Children were running back and forth in between rooms and not being tracked by teachers The preschool/school age/front room had no tracking when LS entered. Staff began documenting tracking once LS entered the Center There were 10 children present in that room at the time of entrance. Repeat violation. Previously cited on 10/1/2025	A new tracking system has been implemented and all staff have been trained. Each class room should be tracked and children should be in designated areas following the posted schedules daily. Staff not following protocols will be written up and or terminated if class room tracking/ attendance is incorrect.	8/11/2026	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date

NAME - Agency Worker
Mindi Sabljak

Date Issued
9/28/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10-15-2026