

<b>Date Correction Plan Due</b> 12/26/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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 202.065, 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.

<b>Name - Certified Operator / Licensed Center</b> Libby's Funhouse Child Care Llc		<b>Provider Number / Facility ID Number</b> 4000589154 / 002 - 2005684		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3716 N Martin Luther King Dr Milwaukee WI 532063333		<b>Telephone Number</b> 414-763-6395	<b>Date - Regulation Visit</b> 12/1/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)6. <b>Child Record - Health History</b>  Description: The file for Child 3 lacked a complete health history upon licensing review. The file was missing page one of the paperwork.	The second page of the health history has been completed. Childs File has been updated.	12/19/25	
2	251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Center lacked complete staff personal information for Staff A and Staff B.	Staff A has completed the form and staff A file has been updated.	12/19/25	

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3	251.05(3)(f)3. <b>Child Care Teacher - Entry-Level Training</b>  Description: Staff A lacked entry-level training for a child care teacher.	Staff A is waiting for the Wisconsin registry to update with The complete class. The Director will update staff A file When received.	12/19/25	
4	251.05(3)(gr)3.a. <b>Meal Prep Personnel - Training</b>  Description: Staff A and Staff C lacked meal prep personnel training upon licensing review.	Staff A and C since then enrolled for food training. Their files updated.	12/19/25	
5	251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: The file for Staff B lacked documentation of a complete staff orientation, at the time of licensing visit.	Staff B signed and checked off orientation form.	12/19/25	
6	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The implemented tracking procedure failed at the time of licensing visit. Center staff did not utilize their tracking procedure when taking children on a walk.	Staff have been informed to take tracking sheets for All outdoor activities.	12/19/25	

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7	<p>251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b></p> <p>Description: Materials potentially harmful to children were not stored in areas inaccessible. An open bag of rock salt was accessible to children in the front lobby area/entryway.</p>	Salt bag was removed from lobby and placed in basement	12/19/25	
8	<p>251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b></p> <p>Description: The premise was not maintained in good repair at the time of licensing visit. Ceiling tiles in the facility were observed missing, with visible water stains and areas with mold spores.</p>	Ceiling repaired and tile was replaced.	12/19/25	
9	<p>251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b></p> <p>Description: Center lacked documentation of a fire drill being conducted in November.</p>	Dates for drills will be properly documented going f Forward.	12/19/25	
10	<p>251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b></p> <p>Description: Center lacked documentation of changes in Child 3's development and routines, every three months based on discussions with the parent.</p>	Intake form has been reviewed by parents and director Has updated child's file.	12/19/25	

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**NAME** - Agency Worker  
Kayla Sands

Date Issued  
12/10/2025

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

Date Signed  
**Barbara Smith**