Date Correction Plan Due 11/27/2026	**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		**Provider Number / Facility ID Number**	
Kids Cove		1000589571 / 003 - 2006958	
Address - Facility (Street, City, State, Zip Code) 5000 S 27Th St Milwaukee WI 532213402	**Telephone Number** 414-635-0085	**Date - Regulation Visit** 11/3/2026	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.04(6)(a)1. **Child Record - Enrollment Information** Description: Child 1 had incomplete parent, authorized persons and emergency contact information available at the time of the monitoring visit. Child 3 had incomplete emergency contact information available at the time of the monitoring visit.	The director will obtain and verify all missing parent, authorized pickup, and emergency contact information for the two identified child files. All enrollment records will be audited for completeness. The director will check required fields before enrollment and review files monthly.	11/20/2026	
2	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff D did not have a Staff Health Report available for review at the time of the monitoring visit.	The director will obtain the required Staff Health Report and place it in the staff file. Staff records will be audited, and a pre-employment and ongoing documentation checklist will be maintained to ensure required reports are available for review.	11/20/2026	

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3	251.06(2)(a) **Potential Source Of Harm On Premises** Description: An infant was placed to sleep with a burp bib vecro□d around her neck, causing a potential suffocation hazard.	Effective immediately, infants will be placed to sleep without bibs or any items secured around the neck. All infant staff will be retrained on safe sleep, and the director will perform and document daily sleep-area checks.	11/09/2026	
4	251.08(4)(b) **Driver Orientation - Requirement** Description: Staff A did not have an annual drivers orientation available for review. Last drivers orientation reviewed expired in August 2026 and is required annually.	The employee will not transport children until the annual driver orientation is completed and documented. The director will keep a driver qualification log with renewal reminders and verify current orientation before assigning transportation duties.	11/20/2026	
5	251.08(4)(c)1. **Driver Record - Obtain & Review** Description: Staff A did not have an annual driving record available for review. Last drivers record available for review expired in August 2026 and is required annually.	The employee will not transport children until a current annual driving record is obtained, reviewed, and filed. The director will track annual review dates and confirm valid driving documentation before transportation assignments.	11/20/2026	

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6	251.09(1)(i) **Infant & Toddler - Number Of Cribs & Playpens** Description: There were five infants present at the time of the monitoring visit. There were four infants already napping and one about to nap. There were only four cribs/pack and plays available in the infant room and staff reported that they allow the fifth infant to sleep in the bouncy chair in front of the adult chair in the room.	Effective immediately, each infant will have an individual approved crib or playpen available for sleep. Infants will not sleep in bouncy chairs; if an infant falls asleep there, staff will promptly move the infant to an approved sleep space. The director will verify adequate sleep spaces daily. Effective immediately, staff will remove soft blankets and other loose bedding from infant cribs. Infants will sleep on firm, flat approved surfaces with fitted sheets only, using appropriate sleep clothing if needed. Staff will receive refresher training and daily compliance checks.	11/09/2026 11/09/2026	
7	251.09(1)(L) **Infant & Toddler - Soft Materials In Cribs** Description: Two infants had soft blankets laid over them in their cribs while napping. Both infants were under one year old.	Effective immediately, bottles will not be placed in cribs or left with sleeping infants. Staff will hold infants or position them upright for supervised feeding, then remove bottles before sleep. The director will retrain infant staff and monitor feeding practices daily.	11/09/2026	
8	251.09(3)(a)11. **Infant & Toddler - Care During Feeding** Description: Two infants, under one year old, were asleep in their cribs with their bottles. Workers reported that they laid the infants down with their bottles, when the infants should be sat up or held during feeding.			

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9	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Breast milk brought from home and unthawing in the refrigerator was labeled with the date of pumping, but was not labeled with the infants name or date obtained at the center.	All breast milk containers will be labeled with the infant name, date received at the center, and other required identification before storage. Staff will check labels upon receipt and during daily refrigerator checks; the director will review compliance weekly.	11/10/2026 /

NAME - Agency Worker
Mindi Sabljak, Rhonda Brueggemann

Date Issued
11/9/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
11/9/26