Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
10/27/2026		920-785-7811

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
Community Learning Center	0000558800 / 001 - 1003777

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
1234 Lincoln Ave Port Washington WI 53074	262-284-6502	10/5/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.06(11)(b)7. **Outdoor Play Space - Enclosure** Description: Based on observation, there was a 5-inch gap at the base of one section of the outdoor fence. Repeat violation: Previously cited on 3/4/2026	*The bottom of the fence will be covered with chicken wire to eliminate any gaps from bottom of fence to ground *This section of the fence was not cited prior. The whole fence will be inspected at the end of every month for any potential gaps. Any needed area(s) will be covered with wire.	10/31/2026	
2	251.09(3)(a)2m. **Infant & Toddler - Correct Food, Breastmilk, Or Formula** Description: Based on observation, in the Infants and Toddlers Room, there was a baby bottle not labeled with the child's name and the date.	*Bottle was removed from fridge; labeled with both name and date and returned to child's individual drawer. *Both staff and parents were reminded of policy to label all items with: Child's name and date prior to storing in freezer/fridge/ individual drawer.	10/13/2026	

NAME - Agency Worker
Gloribel Tegen

Date Issued
10/13/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Katrina Schmitt

Date Signed
10/19/2026