DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
8/14/2026		608-422-6765

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
Heart Of Brooklyn Kool Kidz	7000583627 / 004 - 2001497

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
204 Division St Brooklyn WI 535219039	608-455-3301	7/21/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(i) **Report - Unknown Whereabouts Or Left Premise** Description: The center did not report to the department a child's unknown whereabouts when on the playground, three school-age children left the child care premises and walked to a home nearby.	Updated the required Contact Protocol to require immediate notification to DCF and parents. Designated a staff member to monitor each child's location during program hours. Increased and reinforced playground supervision. Trained all staff with this updated protocol.	7/22/26	
2	251.04(4)(a)2.d. **Parent Notification - Child's Whereabouts Unknown** Description: Parent notification was not made immediately and in sufficient detail when a child's whereabouts were unknown to the assigned provider.	Scheduled a follow-up review for Oct. 26 during Staff Mtg. To support ongoing ~~Support~~ Compliance Staff must immediately document the incident, notify parents, and report missing child or Supervision violations to Wi. DCF	7/22/26	

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3	251.04(6)(a)5. **Child Record - Alternate Arrival / Release Agreement** Description: Center did not have an alternate arrival / release agreement form on file for two children who were released from the center to attend other activities within the school building.	After being notified of the missing documentation the program promptly contacted the parent of child. The parent has since completed, signed, and dated the form. The center Director will conduct monthly audit of forms.	7/22/26	7/29/2026
4	251.055(1)(a) **Supervision Of Children** Description: Each child was not supervised by a child care worker when three school-age children left the child care premises and walked to a home nearby.	The child worker responsible for the group at the time of the incident is no longer with us. All staff have been retrained on DCF 251.055 Supervision requirements, specifically that children must be within sight and sound at all times.	7/22/26	

NAME - Agency Worker
Rebecca Brickson

Date Issued
7/31/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Elizabeth Lorenzo

Date Signed
8/13/26