

<b>Date Correction Plan Due</b> 4/7/2026	<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> Capitol Heights Learning Center Llc		<b>Provider Number / Facility ID Number</b> 5000590265 / 001 - 2005316		
<b>Address - Facility (Street, City, State, Zip Code)</b> 5814 W Burleigh St Milwaukee WI 532101516		<b>Telephone Number</b> 414-231-3034	<b>Date - Regulation Visit</b> 3/3/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: A review of attendance records showed, one child had arrival times documented on 12/29/25, 1/26/26, and 2/12/26 but were missing departure times.	All staff have been retrained on proper procedure..	03/06/2026	
2	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff are not always consistently documenting hours worked when used to meet staff-to-child ratio. On 2/19/26, one staff signed into the infant room and one staff signed into the 3-5 year old room but neither staff signed out.  On 2/20/26, no staff hours are documented in the infant room when children were signed into care.	All staff have been retrained on proper procedure.	03/06/2026	

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3	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Staff D does not have documentation of a current CPR certificate on file. The most recent certificate on file expired May 2025.	Staff is no longer employed at CHLC	03/04/2026	
4	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff D does not have documentation of a current biennial child abuse and neglect training. The training on file for Staff D was taken in June 2023.	Staff is no longer employed at CHLC	03/04/2026	
5	251.06(2)(a) <b>Potential Source Of Harm On Premises</b>  Description: In the school age and 3-5 year old room, loose cords were hanging and accessible to children.	Cords are secured on the wall.	04/01/2026	
6	251.06(4)(j)2. <b>Fire Alarms &amp; Smoke Detectors - Maintenance</b>  Description: The smoke detector in the school age room was beeping at the time of the licensing visit.	Battery replaced	04/01/2026	

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**NAME** - Agency Worker  
Kristin Lange, Sara Cooney

Date Issued  
3/24/2026

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

Date Signed  
04/05/2026