

Date Correction Plan Due 5/22/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
First Step Child Care		7000591507 / 001 - 2006702	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
3845 N 27Th St Milwaukee WI 532162607		414-484-9043	4/23/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
1	250.04(6)(a)1.g Child Record - Enrollment Information - Authorized Pickup Description: The names, addresses, and telephone numbers of persons authorized to call for the child, pick up, or accept the child when dropped off, was not on file for Child 1 & Child 2.	Those areas on the form has been completed. Moving forward we will ensure parents to fill out form completely, even if it doesn't apply to child.	4/23/25
2	250.04(6)(a)4.a. Child Record - Physical Exam - Under 2 Description: There is no record for Child 1 of having a physical exam in the past 6 months. The last exam was in June 2024. **This was verified as corrected via email on 4/29/25**	First step child care will conduct an audit on children files monthly to ensure facility do not surpass expiration date on child "Health Report form"	4/29/2025

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3	250.05(2)(c) Staff File - Days, Hours Worked Description: Staff are not consistently documenting hours. On 1/9/25, 3/10/25, and 4/23/25, staff signed in but did not sign out.	Times has been recorded. Moving forward each staff must complete the "check out" form before exiting Building.	4/24/25	
4	250.05(2)(e)1. Staff File - Registry Certificate Description: The file for Staff B lacked documentation of a Wisconsin Registry certificate upon licensing review.	Additional information was submitted to the Registry to complete file. Currently wait for updates to obtain certificate	8/1/25	
5	250.05(3)(b) Provider - Entry-Level Training Description: Staff A, observed to be providing sole supervision to children on 4/23/25, does not have documentation of completed training.	Staff A, is currently enrolled in the 2 remaining classes required. Staff A plan to complete both classes by June 19th, 2025.	6/19/25	
6	250.05(3)(f) Provider Training - Infant & Toddler Care Description: Staff A started working in December 2023 and has not completed 10 hours of Infant and Toddler training within 6 months.	Staff A is currently enrolled in this class. * Faculty will adjust staff's file and monitor hours to ensure we are meeting requirement by guideline date.	6/19/25	

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7	250.055(1)(e) Supervision Provided By Trained Individuals Description: On the day of the monitoring visit, Staff A, observed providing sole supervision to children, has worked at the center since December 2023 but does not have the training requirements in order to provide sole supervision.	Staff A is currently enrolled and taking classes. * moving forward, each staff file and hours will be audit to ensure classes are met in timely matter.	6/19/2025	
8	250.06(11)(b)4. Outdoor Play Space - Enclosure Description: In the outdoor play space, the fence had a gap greater than 4 inches. **This was verified as corrected via email on 4/29/25**	Fence hole has been sealed on 4/29/25 * Any damages will be prepared immediately in yard. - No space wider than 4 inches -	4/29/2025	
9	250.06(2)(e) Potential Source Of Harm On Premises Description: In the outdoor play space, several screws were observed lying on the ground and broken glass was observed in the grass, accessible to children. **This was verified as corrected via email on 4/29/25 and 5/1/25**	The debris in the yard has been cleaned. * In the future, the play area will be checked and monitored daily to ensure the safety of our children while playing	4/29/2025 ? 5/1/2025	
10	250.06(4)(a)1. Smoke Detectors Description: The smoke detector in the back was beeping at the time of the licensing visit.	Battery in the smoke detector has been replaced. * Each detector will be monitored all through month. Even after the 1 st of the month	4/25/25	

inspection

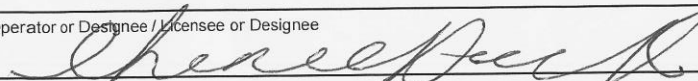
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11	<p>250.06(9)(h) Meals & Snacks - Minimum Meal Requirements</p> <p>Description: Based on a review of the menu, the center is not meeting the minimum meal requirements for all meals served. For example, one dinner is described as baked potatoes, pulled pork, and whole milk. An additional fruit and vegetable is needed to meet the USDA requirement.</p>	<p>* ALL meals will consist of fruit and vegetables to meet USDA requirement.</p> <p>For example: Nuggets, mac- (green beans), fruit cup ^{cheese} and milk</p>	4/23/25	
12	<p>250.08(3)(c) Required Information - Route And Stops</p> <p>Description: The center lacked documentation of routes and stops at the time of the licensing visit.</p>	<p>The Route and Stop sheet has been emailed to my licensure on 5/1/25</p> <p>* moving forward a copy will be at the facility and in vehicle at all times.</p>	5/1/25	
13	<p>250.08(4)(b) Driver Training - Documentation</p> <p>Description: Staff A, identified as a driver, does not have an annual driver training completed an on file. **This was verified as corrected via email on 5/1/25**</p>	<p>Staff A - has an updated driving record on file - as of 5/1/25 ^{training}</p> <p>* Moving forward Staff's file will be audit monthly to ensure Staff are staying in compliance.</p>	5/1/25	

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14	250.08(4)(c)1. Driver Record - Obtain & Review Description: Staff A, identified as a driver, does not have a current annual driving record on file. The driving record on file for Staff A expired 12/2024. **This was verified as corrected via email on 5/1/25**	Staff A - has an updated driving record on file as of 5/1/2025 * Moving forward staff file will be audit monthly to ensure staff are staying in compliance	5/1/2025	

NAME - Agency Worker
Kristin Lange, Sara Cooney

Date Issued
5/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
5/14/2025