

Date Correction Plan Due 5/11/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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)(i) 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 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 Violation	
3845 N 27Th St Milwaukee WI 532162607		414-484-9043	4/21/2026	
	<p style="text-align: center;"><b>Rule/Statute Number Noncompliance Statement</b></p>	<p style="text-align: center;"><b>Correction Plan</b></p>	<p style="text-align: center;"><b>Expected Completion Date</b></p>	<p style="text-align: center;"><b>Verification Date</b></p>
1	<p>250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: On the day of the licensing visit, attendance was not accurate when one child that was signed in was presigned out.</p>	<p>The identified issue has been resolved. To enhance the accuracy of our attendance record moving forward, we are implementing a revised sign in and sign out protocol to ensure child attendance is verified and confirmed.</p>	4/21/26	
2	<p>250.05(2)(c) <b>Staff File - Days, Hours Worked</b></p> <p>Description: Staff are not consistently documenting hours worked when used to meet staff-to-child ratio. Staff signed in on 2/27/26 but did not sign out. And on the day of the licensing visit, the staff person supervising children was not signed in.</p> <p>Repeat violation: Previously cited on 4/23/2025</p>	<p>All recording days were documented - moving forward the facility will ensure that all staff sign in and out properly.</p>	4/21/26	

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6	250.07(3)(a)5. <b>Play Equipment - Manufacturer Instructions And Recommendations</b>  Description: In the outdoor play space, a large basketball hoop was observed to be tipped over. The base of the basketball hoop was not filled with water or sand as recommended by the manufacture.	* Basketball Court was broken down and removed from play area.	4/21/26	
7	250.07(6)(b)2. <b>Medical Log Book - Pages And Entries</b>  Description: Lines were skipped in the medical log book.	* Lines were drawn in between the gaps of each input. * Proceeding forward each input will be entered with no gaps.	4/21/26	
8	250.07(7)(g) <b>Pets &amp; Animals - Excrement</b>  Description: Pet excrement was observed in the outdoor play space and was accessible to children.	All pet excrement has been cleaned up. Moving forward pets will not be prohibited from children play areas to ensure a safe environment.	4/21/26	
9	250.09(4)(b) <b>Infant &amp; Toddler - Diaper Changing Surface - Disinfection</b>  Description: The diaper changing mat was observed to have small rips/tears making the surface unable to be disinfected easily.	Diaper changing mat have been completely changed out.	4/21/2026	

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3	250.05(3)(e)2 <b>Provider Training - Current Cpr Certificate</b>  Description: Staff B does not have documentation of a current CPR certificate on file. The most recent certificate on file expired January 2026.	Staff-B have signed up for a CPR Class. Class is scheduled to be completed by 5/22/2026		
4	250.06(2)(e) <b>Potential Source Of Harm On Premises</b>  Description: Broken glass was observed throughout the outdoor play space and an open bag of grilling charcoal was observed on the patio table, accessible to children.  Repeat violation: Previously cited on 4/23/2025	All debris was removed from play area and will be monitored and clean <u>daily</u> to ensure safety of the children while at play.	4/21/26	
5	250.06(2)(m) <b>Premises - Condition &amp; Repair</b>  Description: In the outdoor play space, standing brown water was observed in a fire pit and garbage, including plastic bags, were scattered throughout and accessible to children.	All items was removed from the play area. The outdoor play area will be cleaned daily to ensure the safety of the children.	4/21/26	

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**NAME - Agency Worker**

Kristin Lange, Sara Cooney

**Date Issued**

4/27/2026

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

**Date Signed**