Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
11/6/2025		262-446-7800

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
Simon Says Early Lrng Center Llc		9000593329 / 001 - 2008373
Address - Facility (Street, City, State, Zip Code) 5001 W Mill Rd Milwaukee WI 532181410	**Telephone Number** 414-231-3829	**Date - Regulation Visit** 10/7/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(c) **Current, Accurate Information** Description: licensee failed to provide current and accurate information when she denied providing transportation numerous times. Licensee then said she only transported two children, the morning of the visit. Licensee then later admitted that she has been transporting children since the beginning of August 2025.	I understand that all transportation activities must be accurately reported to DCF. I have immediately updated the centers transportation policy. that reflects transportation is provided. Going forward I will notify my licensor of any changes in service 5 business days in advance	10/8/25	
2	251.04(2)(L)1.a. **Monitoring Results Posted** Description: Monitoring results from a visit on 8/6/25 is not posted at the center.	I have posted the monitoring results from 8/6/25 & 10/7/25 visits in a visible area near the centers license.	10/8/25	

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3	251.04(3)(o) **Report - Change In Transportation Services** Description: The department was not notified of a change in transportation services, at least 5 days prior to the change.	I have submitted all required documentation and requested approval to provide transportation services, and the department has approved my request.	10/8/25	
4	251.04(6)(a)6. **Child Record - Health History** Description: The health history and emergency care plan on file for Child 1 and Child 2 is incomplete. Child 1 has multiple medical conditions; however, the form lacked an emergency care plan for each specific medial condition. The health history on file for Child 2 indicates a milk allergy; however, there is no documentation of triggers that may cause the problem, signs or symptoms to watch for, and steps a child care provider should follow.	I notified the parents about the incomplete paperwork and instructed them to complete the emergency care plans. Those children have since discontinued attendance, and their authorizations end at the end of this month. I have reviewed all current childrens files to ensure health history is complete	10/8/25	
5	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: On 10/7/25, there were 7 children signed in but only 5 children present.	I have reviewed attendance procedures with staff and instructed them to ensure all children are signed in and out correctly. Attendance will be taken and verified throughout the day.	10/8/25	

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6	251.04(6)(c) **Daily Attendance Record - Transportation** Description: Daily attendance is not being maintained for children that are being transported by the center.	I have implemented a daily attendance record for all children transported by center. I personally ensure that each child is signed in and out when entering and leaving vehicle.	10/8/25	
7	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Staff are not consistently documenting hours worked when used to meet staff-to-child ratio. A review of staff hours show staff signed in on 10/4/25 but did not sign out. On 10/7/25, Staff D did not sign in and the centers licensee did not sign out when she admitted she left around 7:40am.	I have reviewed the requirement for documenting staff hours with all staff. I now personally ensure that all staff, including myself, sign in and out each day accurately.	10/8/25	
8	251.05(3)(cm) **Child Abuse & Neglect - Biennial Training** Description: Staff A does not have documentation of a current child abuse and neglect training. The most recent training on file was taken January 2023. Staff E started working in September 2025 and has not completed the required child abuse and neglect training. **Certificates for Staff A and Staff E were sent via email on 10/8/25**	I have obtained and submitted current child abuse and neglect trainings for staff A and staff E. New staff will be required to complete the training before starting work.	10/8/25	

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9	251.05(4)(a) **Staff Orientation - Develop, Implement, Document** Description: The staff orientation checklist on file for Staff E is incomplete; staff did not initial and date the form.	staff E has initiated and signed, dated the staff orientation form. Moving forward all staff will complete training before starting work	10/8/25	
10	251.055(1)(a) **Supervision Of Children** Description: Staff A left an infant alone when moving another infant to the one year old room. Staff A then left that infant alone to come get the other infant to take to the one year old room. Each infant was left without direct sight and sound supervision for approximately 1-2 minutes. A short time later Staff A left both infants in the one year old room while she went to the front infant room to work on menus. Staff A was out of direct sight and sound supervision of the children for roughly 5 minutes.	I have reviewed supervision procedures with all staff to ensure that children are always under direct sight and sound supervision practices, including not leaving infants unattended during transitions. I will moniter staff daily to ensure compliance, and deviations will be immediately corrected.	10/8/25	
11	251.055(1)(b) **Supervision - Teacher Per Group Of Children** Description: On 10/7/25, a group of two infants in the infant room were not supervised by a qualified child care teacher.	I have reviewed staff assignments to ensure that every group of children, including infants, is supervised by a qualified teacher at all times. I will monitor supervision daily.	10/8/25	

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12	251.055(1)(c) **Supervision - Opening & Closing Hours** Description: On 10/7/25, a qualified assistant child care teacher (staff A) was providing sole supervision to two children outside of the first two hours of center operation.	I have reviewed the opening and closing supervision requirement with all staff. I have implemented a schedule ensuring that at the least the number of qualified staff are present during all hours of operations	10/8/25	
13	251.055(1)(f) **Child Tracking Procedure** Description: The centers tracking procedures were not followed on 10/7/25. There was no child tracking in the toddler old room and the infant room. There was also no child tacking when children were moved to the one year old room.	I have reviewed the child tracking procedures with all staff and retained them on proper use of tracking logs. I now personally verify that tracking sheets are completed whenever children enter, leave, move between groups	10/8/25	
14	251.06(2)(a) **Potential Source Of Harm On Premises** Description: In the infant room, cords were hanging loose and accessible to children.	All chords in the infant room have been secured and out of reach of children. I conduct a full safety check daily of each room and all classrooms to ensure no hazards are accessible	10/8/25	
15	251.06(2)(b) **Electrical Or Hot Surface Protection** Description: An outlet in the infant room is missing a protected outlet guard.	Protective outlet covers have been installed on all outlets accessible to children. I will inspect classrooms daily to ensure electrical outlets remain properly protected	10/8/25	

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16	251.06(9)(c)1. **Safe Food** Description: Leftover food from the day prior is not dated.	All leftover food is now dated when stored. Staff have been re-trained on proper food labeling and storage procedures. Daily checks will ensure compliance	10/8/25
17	251.06(9)(d)2.a. **Food Storage - Dry Food** Description: Cereal (Kix) is not being stored in bags with zip-type closures or food grade containers with tight-fitting covers.	All dry foods, including cereal, are now stored in sealed, food-grade containers with tight fitting lids. Staff have been retrained on proper food storage procedures and I will conduct daily checks	10/8/25
18	251.06(9)(f)5. **Food - Thawing** Description: Frozen meat was observed thawing on the kitchen counter.	Staff have been retrained on proper thawing procedures. Frozen meat is now thawed safely in the refrigerator or under cold running water.	10/8/25
19	251.07(3)(a)5. **Indoor Equipment - Intended Use** Description: On 10/7/25, the center failed to use a bouncy seat in accordance with the manufactures instructions/recommendations when staff was observed caring the bouncer with a child inside.	Staff have been retrained on proper use of all equipment, including bouncy seats, in accordance with manufacturers instructions. I will observe equipment use daily to ensure safety	10/8/25

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20	251.07(5)(a)5.a. **Menus - Post** Description: Menus of meals and snacks provided by the center shall be posted in the kitchen and in a conspicuous place accessible to parents. Menus posted are not current, as they are menus for 8/30/25 to 9/1/25. **Menus the the week of 10/5/25 were provided via email on 10/8/25** Repeat violation: Previously cited on 8/6/2025	I have posted current menus for all meals and snacks in both the kitchen and parent area. I will update menus weekly and verify postings every monday morning.	10/8/25	
21	251.08(3) **Information In Vehicle - Required** Description: Information is not being maintained in the vehicle and center when transporting children, including a list of children being transported, signed permission and emergency information forms (transportation permission), and a written schedule of transportation routes and stops.	I have organized a transportation binder to be kept in the vehicle at all times. It includes daily list of children transported, signed transportation permission, emergency contact information, and a written transportation route schedule	10/8/25	
22	251.08(4)(c)1. **Driver Record - Obtain & Review** Description: The licensee/driver, does not have documentation of a current annual driving record. The driving record on file expired 10/3/24. **This was verified as corrected via email on 10/8/25**	A current driving record has been obtained and submitted to DCF as verified 10/8/25. I will ensure annual driving records are renewed and filed before expiration.	10/8/25	

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23	251.08(5)(b) **Vehicle Inspection Report** Description: A vehicle inspection was not completed on a form provided by the department. **This was verified as corrected via email on 10/8/25**	The vehicle inspection form was completed using the required DCF form and submitted as verified on 10/8/25. I will schedule and document future vehicle inspection forms annually	10/8/25	
24	251.09(1)(b) **Infant & Toddler - Location & Sharing Intake Information** Description: Infant and toddler intake forms are completed but are not on file in the room care is being provided.	All infant and toddler forms are now filed in each classroom where care is provided. I will ensure intake forms remain in the assigned rooms. I will check each class weekly	10/8/25	
25	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Containers of formula brought from home are not dated.	I have reviewed procedures with staff and parents to ensure all formula and food brought from home are labeled and dated upon arrival	10/8/25	
26	251.09(3)(a)2m. **Infant & Toddler - Correct Food, Breastmilk, Or Formula** Description: There is a bottle in the infant room refrigerator that is not labeled with the child□s name or dated.	I have reviewed proper labeling requirements with staff and parents. All bottles are now labeled with each child name and date before being stored in the refrigerator	10/8/25	

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NAME - Agency Worker
Kristin Lange, Sara Cooney

Date Issued
10/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
10/27/25