

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
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

Pristine Child Care Center Llc

1000563431 / 001 - 1007100

Address - Facility (Street, City, State, Zip Code)
1850 N Martin Luther King Dr Milwaukee WI 532123672

Telephone Number
414-374-9070

Date - Regulation Visit
11/11/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(6)(c) Daily Attendance Record - Transportation</p> <p>Description: Attendance on the vehicle is not accurate. On 9/19/25 and 10/3/25 two children do not have a time out of the vehicle. On 11/10/25 four children do not have a time out and on 11/11/25 one child does not have a time out.</p> <p>Repeat violation: Previously cited on 2/29/2024</p>	<p>Director will review with the driver the required DCF standard for tracking children when signing them out or in. Children will be tracked in our digital tracking software and on the sign-in/sign-out on the paper attendance sheet kept in the vehicle as well.</p>	<p>12/31/2025</p>	
<p>2 251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff As file does not contain the position they were hired for, previous work experience and reasons for leaving previous position.</p>	<p>All staff files will be reviewed to ensure all the required information is present.</p>	<p>12/31/2025</p>	

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<p>3 251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: The documented hours staff work when used to meet ratio does not indicate which classroom they worked in.</p>	<p>Each member of staff will be assigned to a dedicated class and if a member of staff changes position or classrooms the tracking software will reflect the change and the effective date of the change.</p>	12/31/2025	
<p>4 251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A does not have documentation on file indicating that she has current training in Child Abuse and Neglect.</p>	<p>All Staff members have taken the Abuse and Neglect training</p>	12/04/2025	
<p>5 251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A does not have documentation of having received an orientation within the first week of employment. Repeat violation: Previously cited on 9/11/2024</p>	<p>All Staff has been orientated, and the forms are in their files</p>	11/11/2025	
<p>6 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills</p> <p>Description: There is no documentation that a fire drill or tornado drill was conducted for October.</p>	<p>All required drills will be conducted in a timely manner and documentation posted.</p>	11/18/2025	

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7 251.06(4)(m)2. Fire Alarms & Smoke Detectors - Testing Description: There is no documentation for testing the fire alarm system in October.	All testing and documentation will be done in a timely and in accordance with DCF's requirements.	11/18/2025	
8 251.06(9)(b)3. Manual Dishwashing - 3-Step Procedure Description: Dishes were not washed using the three step procedure. Dirty dishes were observed sitting in a sink full of water at the time of the visit.	Dishes will no longer be allowed to soak in the sink prior to washing and the three-step process is always used when cleaning dishes and other surfaces used by children for eating or diaper changing.	11/18/2025	
9 251.07(6)(dm)3.c Medical Log - Medication Administration Description: There is no documentation in the medical log book that a child was given Tylenol on 10/20/25 and 10/22/25.	Staff documented on the medical authorization form was made however they did fail to note it in the medical / injury	12/01/2025	
10 251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Three medication authorization forms on file do not have a start and end date for the medication.	All medication authorization forms going forward will include the date medication begin and the date the medicine is to stop being given to the child.	12/15/2025	

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<p>11 251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: There is no medication authorization form on file at the center for Hydrocortisone cream. Repeat violation: Previously cited on 2/29/2024</p>	<p>All medication will be labeled and all required forms will be maintain and kept on file.</p>	<p>12/10/2025</p>	
<p>12 251.08(3)(c) Information In Vehicle - Route And Stops</p> <p>Description: There is no written routes and stops for children who are transported to school. Repeat violation: Previously cited on 2/29/2024</p>	<p>All routes have been updated to reflect both paper form which is written and digitally tracked.</p>	<p>12/10/2025</p>	
<p>13 251.08(4)(b) Driver Orientation - Requirement</p> <p>Description: There is no annual driver orientation on file for Staff D who transports children. Repeat violation: Previously cited on 2/29/2024</p>	<p>All Staff have been oriented, and the form is now on file.</p>	<p>12/10/2025</p>	
<p>14 251.08(6)(d) Vehicle - Front Seat Use</p> <p>Description: On 9/18/25, 9/29/25, 10/3/25 and 10/13/25 a 10 year old child sat in the front seat. No children under the the of 13 can sit in the front seat.</p>	<p>No child under the age of ten will be allowed in the front seat.</p>	<p>11/11/2025</p>	

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15 251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Several containers of baby cereal, snacks and puffs brought from home for specific children are not dated.	All food will be labeled and dated.	12/10/25	

NAME - Agency Worker
Sara Cooney, Kristin Lange

Date Issued
11/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

12/05/2025