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ATT: April Lynch

INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated August 13, 2026 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
   - Do not include confidential information, including the names of children and staff.
   - Write in concise, plain English.
   - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
   - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."

2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.

3. Sign and date the form. Retain a copy for your records.

4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
   - **Email:** April.Lynch@wisconsin.gov **or**
   - **Fax:** (262) 446-7991 **or**
   - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
     BUREAU OF EARLY CARE REGULATION
     SOUTHEASTERN REGION
     635 N 26th ST

     MILWAUKEE, WI 53233

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

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DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 8/27/2026	**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)(l) 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
S And E Family Child Care	3000571893 / 001 - 1011473

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
6044 N 38Th St Milwaukee WI 532093513	414-760-0721	8/11/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a)1. **Child Record - Enrollment Information** Description: Child 3 was missing all child enrollment information. Child 4 enrollment information was incomplete regarding both parents.	Child #3 enrollment forms has been added To the file With all update Information	8/15/26	
2	250.04(6)(a)1m.e. **Child Record - Health History - Medical Conditions** Description: Child 3's medical conditions information was not observed on file.	Child #3 Information has been updated	8/15/26	

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Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
S And E Family Child Care		3000571893 / 001 - 1011473	
Address - Facility (Street, City, State, Zip Code) 6044 N 38Th St Milwaukee WI 532093613	**Telephone Number** 414-760-0721	**Date - Regulation Visit** 8/11/2026	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	250.04(6)(a)2. **Child Record - Field Trip Permission** Description: Child 3 was missing field trip permission.	Child #3 Field Trip Permission Slip was updated	8/15/26	
4	250.04(6)(a)5. **Child Record - Consent For Emergency Medical Treatment** Description: Child 3 was missing written permission from the parents for medical attention to be sought if child is injured.	Child # 3 folder has been updated	8/15/26	
5	250.05(4)(c)1. **Continuing Education - Requirement & Training Topics** Description: Staff A did not satisfactorily complete at least 15 hours of qualifying continuing education annually. Staff A only had 11 hours of continuing education completed in 2025.	Moving forward I will make sure all my hours are met for the year	8/15/26	
6	250.06(2)(c) **Access To Materials Potentially Harmful To Children** Description: In an unlocked bathroom cabinet and hallway closet, personal care items and cleaning supplies labeled keep out of reach of children were observed accessible to children.	All personal care items and other things that are HARMful To Children HAN been Removed	8/12/26	

ATT: April Lynch

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Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number
S And E Family Child Care		3000571893 / 001 - 1011473
Address - Facility (Street, City, State, Zip Code) 6044 N 38Th St Milwaukee WI 532093813	**Telephone Number** 414-760-0721	**Date - Regulation Visit** 8/11/2026

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	250.06(4)(a)3. **Smoke Detectors - Testing** Description: All smoke detectors shall be tested monthly. The last smoke detector test occurred in March of 2026.	I Have Updated my fire Safety forms and ~~I will~~ I will continue my fire drill as needed	8/15/26	
8	250.09(1)(c)5. **Infant & Toddler - Use Of Safety Gates** Description: Safety gates shall be used at open stairways when children are awake. Safety gates were missing by the basement stairway and the upstairs stairway.	Moveing forward all Safety gate will be in Place at all Time	8/15/26	

Sarah Allidder 8/25/26

NAME - Agency Worker
April Lynch, Crescenta Sabree

Date Issued
8/13/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed