

**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 November 19, 2024 . 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:** Katrina.Tarantino1@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.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 12/4/2024	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 St Ann Ctr - Intergenerational Care		Provider Number / Facility ID Number 1000566171 / 004 - 1000449		
Address - Facility (Street, City, State, Zip Code) 2801 E Morgan Ave Milwaukee WI 53207		Telephone Number 414-977-5000	Date - Regulation Visit 11/14/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.d. Child Record - Health Exam Report Description: The health report on file for Child #3 was dated 11/12/21. The child is 4 years old; therefore, an updated health report was needed by November 2023. The health report on file for Child #4 was dated 12/20/23. The child is 1 year old, therefore, an updated health report was needed by June 2024.	Office will regularly review children's folders and ensure that parents submit health reports on time.	12/20/2024	
2	251.05(2)(a)1. Staff Record - Personal Information Description: There was no staff record form on file for Staff A at the time of the licensing visit.	Office will make sure to complete all required documents for new staff. Staff Record completed.	11/15/2024 11/15/2024	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A and Staff B did not have staff health reports on file at the time of the licensing visit. Repeat violation: Previously cited on 7/29/2024, 1/31/2024	Office will make sure to include all required documents in staff file. A system will be devised to make sure that required documents are in staff file.	11/15/2024	
4	251.05(2)(a)8. Staff Record - Orientation Description: There was no documentation of an orientation completion for Staff A.	Office will make sure that all required documents for staff are completed by or before the first day of work. Staff completed orientation.	11/15/2024 11/15/2024	
5	251.05(3)(b) Abusive Head Trauma Prevention Training Description: There was no evidence of Staff A completing a training in Abusive Head Trauma.	Office will make sure that all required trainings for staff are completed by or before the first day of work. Staff completed AHT training.	11/15/2024 11/15/2024	
6	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A and Staff B did not have a current Child Abuse & Neglect training completed.	Office will make sure that all required trainings for staff are kept current. Staff completed Child Abuse and Neglect training.	11/15/2024 11/15/2024	

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2801 E Morgan Ave Milwaukee WI 53207		414-977-5000	11/14/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7	251.08(4)(c)1. Driver Record - Obtain & Review Description: There was no driver record available at the time of the licensing visit.	Office will make sure that all documents for staff are completed by or before the first day of work. Driver's Record is being requested.	12/20/2024 12/20/2024	
8	251.08(5)(b) Vehicle Inspection Report Description: An inspection report for one of the center's vehicles has not been completed within the past 12 months.	Office will make sure that all required documents for Center vehicles will be updated and kept in proper file. Vehicle inspection report was updated 11/15/2024	11/15/2024 11/15/2024	
9	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: During the licensing visit, there were intake under two forms that did not have changes documented within the last three months. Repeat violation: Previously cited on 3/5/2024	Office will put in place a system to update under two intake forms every 3 months.	12/15/2024	

NAME - Agency Worker
Katrina Tarantino

Date Issued
11/19/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Stephanie R. Jefferson

Date Signed
12/03/2024