

Attachment "A"

Date Correction Plan Due 6/25/2021	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 202.055, DCF 250.04(2)(f) 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 414-977-5041	
Date - Regulation Visit 6/3/2021		Expected Completion Date 6/3/2021	
Verification Date		Correction Plan	
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Based on an attendance review, documentation of days and hours, in which classroom, when the person was included in the staff-to-child ratio was not observed in various classrooms. Repeat violation: Previously cited on 2/6/2020	Review of this rule took place after our regulation visit with individual staff in each classroom. Assign someone to double check 6/17/21 Review at staff meeting 6/24/21	Review with individuals 6/3/21 Assign someone to double check 6/17/21 Review at staff meeting 6/24/21
2	251.055(1)(f) Child Tracking Procedure Description: The child tracking procedure was observed inaccurate in the Beetle room. Repeat violation: Previously cited on 2/6/2020	Review of this rule took place after our regulation visit with individual staff in each classroom. staff will properly document arrival and departure times of all children on classroom attend- once sheets and tracked hourly there after.	Review with individuals 6/3/21 Assign someone to double check 6/17/21 Review at staff meeting 6/24/21

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Noncompliance Statement				
3	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Based on an attendance review the staff-to-child ratio was observed inaccurate on the following days and in the following rooms: 5/24/21 in the Caterpillar, Ladybug 1, Beetle, Firefly and Monarch rooms; 5/25/21 in the Ladybug, Caterpillar, Firefly and Monarch rooms; 6/2/21 in the Monarch room; and 6/3/21 in the Caterpillar and Firefly rooms. The times where the staff was out of ratio ranged from approximately 5 minutes to 30 minutes. Repeat violation: Previously cited on 2/6/2020	Recruitment efforts continue to hire more staff. If applicable, staff are to call admin staff to help cover ratios or make arrangements to cover ratios. Numerical weight for age groups will be added to attendance sheets to easily calculate ratios and combine whenever possible for coverage. A Monthly scheduled calendar for testing fire and smoke alarms have been set and shared from Building Services. Emergency drills will be practiced at those times and documented on proper form by childcare admin staffs each month. A monthly scheduled calendar for testing fire alarms and smoke detectors have been set and shared from building services. Results of this testing will be documented on proper form each month by childcare admin staff. Results of 3rd party testing/maintenance will be kept monthly by building service department.	6/3/21 Rule review with individuals 6/3/21 add numerical weight 6/21/21 Review at staff meeting 6/24/21 6/10/2021 6/10/2021	
4	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: Documentation of the fire and tornado drill was not observed on file for May 2021. Repeat violation: Previously cited on 2/6/2020			
5	251.06(4)(j) Fire Alarms & Smoke Detectors - Maintenance, Drills, Testing Description: Documentation of the monthly smoke detector testing was not observed on file for May 2021. Repeat violation: Previously cited on 2/6/2020, 7/30/2019			

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6	251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: The snack served in the Monarch room did not meet the U.S. department of agriculture child and adult care food programs minimum meal requirements. The snack consisted of pretzel and water and was missing the second component.	Menus have been revised to reflect 2 components for all snacks as required for minimum meal requirements. All required components are being provided to the classrooms by the Dietary department.	Menus revised 6/7/21 All required components provided 6/7/21
7	251.07(6)(i)2. Adult Handwashing Description: A provider was observed wearing gloves to wipe a child's nose. However, the provider was not observed washing her hands after wiping the child's nose and taking off the gloves.	Review of this rule took place after our regulation visit with individual staff in each classroom. Will make sure that handwashing procedures are posted in all classrooms as reminders. Will review with all staff at staff meeting.	Review with individuals 6/3/21 Post handwashing procedures 6/21/21 Review at staff meeting 6/24/21

NAME - Certification Worker / Licensing Specialist
Crescentia Sabree, Cindy Matuszak

Date Issued
6/11/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Zatara Hahn - Director of child care

Date Signed

6/17/2021