

ATTACHMENT "C"

Date Correction Plan Due 2/18/2022	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. 48.745. 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.

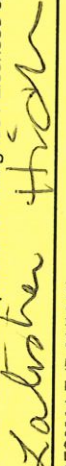
Name - Certified Operator / Licensed Center St Ann Ctr - Intergenerational Care		Provider Number / Facility ID Number 1000566171 / 004 - 1000449	
Address - Facility (Street, City, State, Zip Code) 2801 E Morgan Ave Milwaukee WI 53207		Telephone Number 414-977-5041	Date - Regulation Visit 11/3/2021
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)6m. Child Record - Immunization History Description: Immunization history was not observed for Child # 3.	Notice was sent to parents asking for immunization records to be sent to center for child's file. St Ann is hiring or appointing a dedicated office asst to keep files up to date.	02/14/2022 Notices sent	
2 251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Documentation of an initial health examination not more than 6 months prior to 3 months after being admitted to the center was not observed on file for Child #3. Documentation of a follow-up examination at least once every 6 months was not observed on file for Child #5.	Notices were sent to parents asking for child health reports initial and follow ups, to be sent to the center for children's files. They were given a wk to comply. St Ann is hiring or appointing a dedicated office asst to keep files up to date.	02/18/2022	

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3 251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Documentation of a follow-up examination at least once every 2 years was not observed on file for Child #6.	A notice was sent out to parents asking for follow up child health reports. A week's notice was given. St Ann is hiring or appointing a dedicated office asst to help keep files up to date. In addition to staff properly documenting arrival and departures, St Ann is implementing procure software. Parents will be able to sign children in/out on app/tablet provided Admin will check for accuracy.	02/18/2022		
4 251.04(6)(b) Current, Accurate Daily Attendance Record Description: The tracking procedure was not implemented correctly in the Dragonfly room as 6 children were present, however 7 children were signed into the tracking sheet.	In addition to staff properly documenting arrival and departures, St Ann is implementing procure software. Parents will be able to sign children in/out on app/tablet provided Admin will check for accuracy.	03/01/2022		
5 251.055(1)(f) Child Tracking Procedure Description: The tracking procedure was not implemented correctly in the Dragonfly room as 6 children were present, however 7 children were signed into the tracking sheet. A Notice of Order and Forfeiture assessment was issued February 12, 2020 and June 11, 2021. Repeat violation: Previously cited on 6/3/2021, 2/6/2020	In addition to staff properly documenting arrivals/departures and tracking hourly thereafter, use of procure software will accurately keep track the number of children present as they are entered or removed. Admin will check for accuracy several times daily.	03/01/2022		

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2801 E Morgan Ave Milwaukee WI 53207		414-977-5041	11/3/2021	
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6	251.055(2)(a) Group Size - Maximum Description: Group size was exceeded in the Ladybug room when the group size was 9. The maximum group size for children under the age of 2 is 8.	Group size will be maintained at all times and group size requirements will be reviewed with all staff	02/14/2022	
7	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: Staff in the Beetles room and the Ladybug 2 room (both rooms serve children under the age of 1) acknowledged that the rooms are routinely understaffed and over ratio. Review of the tracking sheet in the Ladybug room confirmed the room was over-ratio. Review of the tracking sheet in the Ladybug room confirmed the room was over-ratio with a ratio of 1:5. The ratio should be 1:4. A Notice of Order and Forfeiture assessment was issued February 12, 2020 and June 11, 2021. Repeat violation: Previously cited on 6/3/2021, 2/6/2020	Recruitments efforts continue to hire more staff. Staff are to call admin to help or make arrangements to cover ratios. Other support staff and regular volunteers will become qualified to come help out in the child-care if ever needed to help cover ratios. St Ann is reaching out to St Thomas Moore Senior students to hire and help qualify them for afterschool work.	02/21/2022	
8	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Cleaning supplies labeled "Keep out of reach of children" were observed in an unlocked cabinet under the sink in the Dragonfly room. A Notice of Order and Forfeiture assessment was issued February 12, 2020 Repeat violation: Previously cited on 2/6/2020	Harmful Materials will be kept out of the reach of children. Dedicated compliance officers have been hired and created check lists of these and all past non compliances and will be conducting safety checks weekly. to make sure to eliminate repeating them. Admin, teachers, office asst	02/14/2022	

Will meet with compliance officers to review the checks and make sure they're accurate.

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9	251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: The Under 2 Intake information was not available in the Firefly room, as staff had taken the intake forms home to complete updates and did not return the forms to the classroom. Repeat violation: Previously cited on 2/6/2020	classroom children's files have been returned to the classroom	02/14/2022
10	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child care workers failed to document changes in development and routines every three (3) months for Child #1, Child #2, Child #3 and Child #5. Repeat violation: Previously cited on 2/6/2020	Teachers have updated intake for under 2 forms and asked to make copies for office files. Files in office are originals and are not updated. Teachers have updated forms in rooms. Files will be updated during professional development which is every 3 mos. Admin will check. Plus office asst will make sure all files are up to date.	02/18/2022

NAME - Certification Worker / Licensing Specialist Crescenta Sabree	Date Issued 2/4/2022
SIGNATURE - Certified Operator or Designee / Licensee or Designee 	Date Signed 02/15/2022