

# ATTACHMENT "A"

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	
Date Correction Plan Due 1/19/2024	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.

<b>Name - Certified Operator / Licensed Center</b>  <b>St Ann Ctr - Intergenerational Care</b>  <b>Address - Facility (Street, City, State, Zip Code)</b> 2801 E Morgan Ave Milwaukee WI 53207		<b>Provider Number / Facility ID Number</b>  1000566171 / 004 - 1000449	
<b>Telephone Number</b> 414-977-5000		<b>Date - Regulation Visit</b> 1/2/2024	
<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
<b>1</b> <b>251.055(1)(a)</b> <b>Supervision Of Children</b>  Description: A 4 year-old child was not supervised by sight or sound when they were left in a classroom during a transition for approximately 5 minutes. Staff were unaware the child was not accounted for until a parent notified them.	All staff have been instructed to adhere to the policy of maintaining sight and sound of all the children by counting them in the classroom before transition, during transition, and then counting them after transition when back in the classroom.	Immediately.	
<b>2</b> <b>251.056(1)(f)</b> <b>Child Tracking Procedure</b>  Description: The center did not implement and adhere to a procedure for tracking whereabouts of the children. There was no name-to-face or head count conducted when children were being transitioned to another classroom. This resulted in a 4 year-old child being left unattended for approximately five minutes.	All staff have been instructed to implement and adhere to the Center's tracking procedure of counting the children in person, and conducting name to face using the attendance sheets and Procure.	Immediately	

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1/2/2024

### Correction Plan

Expected Completion Date
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## Verification

**Date Issued**  
**1/5/2024**

Date Signed \_\_\_\_\_

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