

Date Correction Plan Due 2/5/2024	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 Kindergarten Prep Preschool Inc		Provider Number / Facility ID Number 5000581485 / 001 - 1010924		
Address - Facility (Street, City, State, Zip Code) W226n555 Eastmound Dr A Waukesha WI 531860408		Telephone Number 262-549-0900	Date - Regulation Visit 1/4/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)2. Child Record - Emergency Medical Consent Description: Written consent from the parent for emergency medical care or treatment was not on file for Child #1.	This will be asked to be completed by the parent immediately.	1/26/24	
2	251.04(6)(a)4. Child Record - Field Trip Authorization Description: Authorization from the parent for Child #1 to participate in field trips and other off-premises activities was not on file.	This will be asked to be completed by the parent immediately.	1/26/24	

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3	251.04(6)(a)6. Child Record - Health History Description: Health history information for Child #1 did not have appropriate boxes marked to reflect any medical conditions.	This will be asked to be completed by the parent immediately.	1/26/24	
4	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: There was no record for Child #2 of having a physical exam in the past 6 months. The last exam was in November 2022.	This will be asked to be completed by the parent immediately.	2/16/24	
5	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff C and D do not have the required physical examinations on file and have been working at the center for more than 30 days.	Staff members will be notified of this and asked to complete immediately.	2/16/24	
6	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of actual days and hours Staff E worked when used to meet staff-to-child ratio were not correct, when on 1/4/24 staff Es hours were pre-filled in. Repeat violation: Previously cited on 9/5/2023, 3/8/2023	This will be gone over at staff meeting. A reward system will be introduced to offer encouragement.	2/5/24	

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W226n555 Eastmound Dr A Waukesha WI 531860408		262-549-0900	1/4/2024	
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7	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff D started working in March 2023 and does not have training within 6 months of hire, in early childhood education to make Staff D qualified to work as an assistant childcare teacher.	The proper requirements will be made available and completed by Staff member	2/16/24	
8	251.06(2)(i) Deteriorating Paint Description: Multiple areas of flaking paint was observed on the fence in the outdoor play space and accessible to children. Repeat violation: Previously cited on 3/8/2023	Once the weather is warmer the fence will be stripped and repainted.	4/30/24	
9	251.06(3)(b)2. Emergencies - Practice Written Plans Description: There was no documentation that monthly fire evacuation drills were conducted for the month of December 2023.	This will be reviewed and done immediately to meet this requirement.	2/2/24	
10	251.06(4)(jm)2. Fire Alarms & Smoke Detectors - Testing Description: There was no documentation demonstrating that monthly smoke detector testing was conducted for the month of December 2023.	This will be reviewed and done immediately to meet this requirement.	2/2/24	

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11	251.07(3)(f) Trampolines & Inflatable Bounce Surfaces Description: There was a small trampoline and an inflatable bounce toy was observed in the multi-purpose room and accessible to children. The inflatable bounce toy was corrected during the licensing visit.	This will be removed from the area and not be used.	2/24/2024
12	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff A does not have documentation of completing a minimum of 10 hours in infant and toddler care within six months of resuming the position.	The staff is will be notified of this and it will be completed immediately.	3/15/24
13	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Infant snacks (Gerber Cereal) brought from home was opened and labeled with the children's name on it but the container was not dated to reflect the date the container had been opened.	Staff will be reminded of this rule and it will be followed	1/24/24

NAME - Agency Worker
Kristin Keck, Daniel Noel

Date Issued
1/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Elizabeth Varslett

Date Signed

1/23/24