

Alison A

Date Correction Plan Due 2/4/2022	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)(i) and (3)(f), DCF 252.41(1)(i) 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 Catherine Early Childhood Development Center		Provider Number / Facility ID Number 8000587128 / 001 - 2000284	
Address - Facility (Street, City, State, Zip Code) 4200 N Holton St Milwaukee WI 532121008		Telephone Number 414-393-4004	Date - Regulation Visit 1/12/2022
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(3)(m) Report - Communicable Disease Description: On 01/12/2022, Center Director reported 1 case of a communicable disease on 01/06/2022. Center Director did not inform the Department of the positive case within the 24 hour time frame.	Center Director will notify licenser of positive COVID 19.	01/25/2022	
2 251.04(6)(b) Current, Accurate Daily Attendance Record Description: On 01/12/2022, in the Infant room, only two children were signed in on the Daily attendance sheet although three children were present. Repeat violation: Previously cited on 10/8/2021	Staff reminded to maintain accurate attendance. Director will observe training on tracking.	01/30/22	

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<p>3</p> <p>251.04(8)(b) Biennial Training - Child Abuse & Neglect</p> <p>Description: Staff D and Staff E are missing Child Abuse and Neglect training on file.</p>	<p>Staff D will update Child Abuse and neglect training by 1/30/2022. Staff E no longer works with the company.</p>	<p>01/30/2022</p>	
<p>4</p> <p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Staff A and Staff E are missing documentation of a high school diploma or equivalency on file.</p>	<p>Staff A High School diploma will be put in file. Staff E does not work for the company.</p>	<p>01/30/2022</p>	
<p>5</p> <p>251.05(2)(a)7. Staff Record - Continuing Education</p> <p>Description: Staff B does not have documentation of the required 25 continuing education hours on file for 2021.</p>	<p>Staff will maintain and complete continuing education hours yearly.</p>	<p>02/15/2022</p>	

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<p>6</p> <p>251.05(3)(3). Volunteer Not Counted In Ratio - Training</p> <p>Description: Staff C who is a volunteer who is reportedly not counted in staff-to child ratio does not have the required training in child programming and procedures, responsibilities of the volunteer, general child supervision techniques, a review of the daily schedule and general health and safety practices including meal or snack preparation, dishwashing, toileting, personal hygiene and emergency evacuation procedures.</p>	<p>Staff C will complete volunteer orientation on all training.</p>	<p>01/30/2022</p>	
<p>7</p> <p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A and Staff C do not have documentation of an orientation on file for review by the Department.</p>	<p>Staff A + C Orientation will be put on file.</p>	<p>01/30/2022</p>	
<p>8</p> <p>251.05(1)(f) Child Tracking Procedure</p> <p>Description: Child tracking was inaccurate in the Infant room. There were three children present in the Infant room, however, only two children were tracked.</p>	<p>Staff Trained again on tracking procedure and signing in and out children.</p>	<p>01/30/2022</p>	

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<p>9 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills</p> <p>Description: There were no recorded drills for June 2021-December 2021.</p>	<p>Fire/Tornado Drills Bogs complete at the time of drills and day. Directly upl. Walu are documented</p>	01/30/2022	
<p>10 251.06(4)(i) Fire Alarms & Smoke Detectors - Maintenance, Drills, Testing</p> <p>Description: There was no record of fire alarm/smoke detectors for June 2021-December 2021.</p>	<p>Direct will make sure bills are testing documented every month</p>	01/30/2022	
<p>11 251.07(6)(dm)2. Medical Log - Pages & Entries</p> <p>Description: On 01/12/2022, the medical log book in the Infant and 2-year-old room were reviewed by the Department. The medical log book in the infant room has skipped pages. Incident is not documented on page 1. The medical log book in the 2-year-old room, on pages 40-41, there are skipped and blank lines.</p> <p>Repeat violation: Previously cited on 10/8/2021, 2/3/2021</p>	<p>A new medical log book will be done. staff returned on procedure of medical log book. Director will review regularly</p>	01/30/2022	

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12	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book has not been reviewed within the last 6 months. Repeat violation: Previously cited on 10/8/2021, 2/3/2021	Director will review medical log book every 6 months	01/30/2022	
13	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child #9 does not have any documented 3 month updates on Intake form.	Intake forms will be updated and staff trained on procedure. Director will check to ensure compliance	01/30/2022	

NAME - Certification Worker / Licensing Specialist
Jasmine Kelly

Date Issued
1/20/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

(Director) 1/27/2022