

Date Correction Plan Due  
5/15/2024

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

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)(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.

<b>Name - Certified Operator / Licensed Center</b>		<b>Provider Number / Facility ID Number</b>		
Children's Advocates Learning Center		3000589843 / 001 - 2005032		
<b>Address - Facility (Street, City, State, Zip Code)</b>		<b>Telephone Number</b>	<b>Date - Regulation Visit</b>	
312 N 30Th St Milwaukee WI 532084207		414-312-7892	4/24/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(6)(a) <b>Child Record - Maintenance, Availability</b>  Description: The file for Child 5 did not contain any of the required paperwork for enrollment. Child was listed on attendance as having attended the program.	Letter was sent to parents, warning to complete paperwork	5-1-24	
2	250.04(6)(a)1.d. <b>Child Record - Enrollment Information - Parent Contact Info</b>  Description: Child 1 had missing and incomplete information to contact the parent, including a phone number to contact the parent.	Parent came in to complete paperwork	5-1-2024	

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3	250.04(6)(a)1.f <b>Child Record - Enrollment Information - Medical Contact</b>  Description: Child 1 did not have complete information for physician/medical facility completed on the enrollment forms, including phone numbers for contact.	Parent was contacted to complete paperwork.	5-1-2024	
4	250.04(6)(a)1.g <b>Child Record - Enrollment Information - Authorized Pickup</b>  Description: Child 1 did not have complete information for persons authorized to pick-up completed on the enrollment forms, including phone numbers for contact.	Parent was contacted to complete paperwork.	5-1-2024	
5	250.04(6)(a)1m. <b>Child Record - Health History</b>  Description: Child 1 did not have a Child Health Report on file.	Parent was given notice to complete Report.	5-1-2024	
6	250.04(6)(a)4. <b>Child Record - Physical Exam</b>  Description: Child 1 did not have a Child Health Report on file within 30 days of enrollment.	Parent was given notice to complete Report.	5-1-2024	

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7	250.04(6)(a)4.a. <b>Child Record - Physical Exam - Under 2</b>  Description: Child 4 did not have a Child Health Report completed within the past 6 months on file. Previous report was dated 7/11/2023.	Parent was given notice to complete paperwork.	5-1-2024	
8	250.04(6)(a)4m. <b>Child Record - Immunization History Compliance</b>  Description: Child 1 and Child 4 did not have a record of immunizations on file.	Parent was given notice to complete paperwork.	5-1-2024	
9	250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Attendance was incomplete at the time of the visit. Despite two children in attendance, no children were signed in for care on 4/24. Additionally, one child was signed in and not out on 4/23/24. The provider was observed correcting attendance for 4/23/24 which included signing additional children in and out of the attendance form.  Repeat violation: Previously cited on 4/20/2023	Teacher has been notified to sign children in at time of arrival/Dismissal....	5-1-2024	
10	250.05(2)(b) <b>Staff File - Background Check Results</b>  Description: Staff listed on documents in the provider portal did not have a background check while in care.	Staff has completed background check/ Admin will update	5-31-2024	

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11 250.05(2)(c) <b>Staff File - Days, Hours Worked</b>  Description: There was no documentation of hours worked to provide care. The area where hours are marked on the attendance forms had names listed but not hours noted for the week of 4/21/24.	Staff will document arrival / departure times upon.	5-1-2024	
12 250.05(3)(e)2. <b>Provider Training - Current Cpr Certificate</b>  Description: There was not documentation of an up-to-date training in CPR available for Staff B.	Staff has been provided with self paced training course.	5-31-2024	
13 250.05(3)(f) <b>Provider Training - Infant &amp; Toddler Care</b>  Description: There was no documentation of having completed training required to provide care for infants and toddlers for Staff B.	Staff has been provided with self paced training course.	5-31-2024	
14 250.05(3)(fm) <b>Biennial Training - Child Abuse &amp; Neglect</b>  Description: Staff A did not have documentation of CAN training completed within the past two years.  Repeat violation: Previously cited on 4/20/2023	Staff has been provided with training tools, to complete.	6-1-2024	

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15 250.05(4)(c)1. Continuing Education - Requirement & Training Topics	Description: Minimum requirements for continuing education were not met. Staff A had documentation of 5.5 hours. There were 0 hours available for Staff B.	Hours for CE, will be documented accordingly.	6-1-2024	
16 250.055(1)(L) Procedure - Number, Names, Whereabouts Known At All Times	Description: The procedure for knowing the names, number, and whereabouts for all children in care was not properly followed at the time of the visit. The program uses attendance sheets for this. There were no children signed in at the time of the visit. Additionally, attendance was not completed on 4/23/2024.	Staff have been informed of documenting children upon arrival.	8-1-2024	
17 250.06(2)(a) Electrical Or Hot Surface Protection	Description: There was an uncovered outlet observed in an area accessible to children.	This was corrected immediately, Safety Checks will be used as needed	4-24-24	

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18	250.06(2)(c) <b>Access To Materials Potentially Harmful To Children</b>  Description: There were several items that could be harmful to children accessible. A closet containing cleaners was unlocked in the hallway between the bathroom and the kitchen. A cabinet under the sink in the bathroom had a jug of soap labeled "Keep out of reach of children". There was no child safety lock.	<i>closet will be locked at all times, cabinets will be empty.</i>	<i>5/1/2024</i>	
19	250.06(2)(e) <b>Potential Source Of Harm On Premises</b>  Description: The wooden deck outside had nails protruding. A sandbox was left open and had filled with stagnant water. The replacement cover for the sandbox was on its side. It was a sheet of plywood with rough edges.	<i>Sandbox will be removed, Deck will be upgraded.</i>	<i>6/1/2024</i>	
20	250.06(2)(k) <b>Deteriorating Or Toxic Paint</b>  Description: There was peeling and chipping paint on the windows of the house in the outdoor play area.	<i>paint will be redone.</i>	<i>6/1/2024</i>	

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21	250.06(2)(n)1.b. <b>Radon - Testing, Current Providers</b>  Description: A radon test has not been provided to the department for the childcare location. Testing was due as of 9/1/2023.	Test will be sent <del>sent</del> VIA email.	4/24/2024	
22	250.06(3)(b) <b>Emergency Plans - Practice</b>  Description: There was no documentation that safety drills had been completed in 2024.	Documentation will be visible going forward.	5/1/2024	
23	250.06(4)(a)3. <b>Smoke Detectors - Testing</b>  Description: There was no documentation that smoke detectors had been tested in 2024.	Documentation will be visible going forward.	5/1/2024	
24	250.07(6)(b)2. <b>Medical Log Book - Pages And Entries</b>  Description: Entries into the medical log were made with lines skipped. Additionally, an entry was made without a complete date and without a signature indicating who had made the entry.	Documentation will be corrected.	5-1-2024	

