

Date Correction Plan Due 5/28/2025	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)(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 Kiddie Academy Of Brookfield		Provider Number / Facility ID Number 6000590216 / 001 - 2005222		
Address - Facility (Street, City, State, Zip Code) 15425 W Capitol Dr Brookfield WI 530052621		Telephone Number 262-336-8787	Date - Regulation Visit 3/19/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A and C do not have the required physical exam on file and have been working at the center for more than 30 days. <u>**This was verified as corrected via email on 3/27/25**</u> Repeat violation: Previously cited on 1/25/2024	Physicals were complete but my understanding was to send by email to save time. I was not told on spot. If i did not show it then it will be considered a violation we have sent emails a part 2 it was considered	3/27/25	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not consistently documenting hours. Based on a review of attendance records and staff hours, on 4/17/25, staff hours were not documented in the Tiny Builders room from 4:18pm-4:34pm when children were in care.	Repeat from (on) part 89 Tadpoles records are not recorded for lobby more (same answer as #8) #9	3/19/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
15425 W Capitol Dr Brookfield WI 530052621		262-336-8787	3/19/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>3 251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Staff A, present and working with children during the licensing visit, does not have documentation of completing training in Shaken Baby Syndrome/Abusive Head Trauma prior to beginning to work with children under 5 years old. <u>**This was verified as corrected via email on 3/27/25**</u></p> <p>Repeat violation: Previously cited on 1/25/2024</p>	<p>The staff has AHT & Et was shared with prior dates (you can verify). The folder did not refresh & my understanding from the conversation was I can send in email, which I did. Clarity needs to be provided if I did not show it will be a violation.</p>	3/27/25	
<p>4 251.05(3)(g)1. Assistant Child Care Teacher - Supervision</p> <p>Description: On the day of the monitoring visit, assistant teachers in the Tiny Builders, Solar Inventors, Pharma Pioneers, and New Age rooms were not under the supervision of a child care teacher, as required.</p> <p>Repeat violation: Previously cited on 1/25/2024</p>	<p>Repeat on point 7: like I mentioned on #7, there are 16 lead teachers in the building now. A training plan was shared</p>	3/24/25 (plan shared) 5/17/25 (call lead)	
<p>5 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: Staff B, E, and F do not have training within 6 months of hire, in early childhood education, to make them qualified to work as an assistant child care teacher. Staff B started working in November 2023; Staff E started working in June 2022; and Staff F started working in January 2024.</p>	<p>Not clear on B, E, F. Sent an email & have not received response. Staff B, E, F - Completed ECI on 2021. Staff B, E, F are both lead teachers. Other teachers have all undergone training & are all lead teachers now</p>	3/24/25 (Email sent) 5/16/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
15425 W Capitol Dr Brookfield WI 530052621		262-336-8787	3/19/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
6	<p>251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Staff F, observed as the person preparing the meals during the monitoring visit, does not have documentation of completing at least 4 hours in kitchen sanitation, food handling, and nutrition.</p>	<p>Staff F has undergone 4 hrs. of sanitation, food handling & nutrition course in our training platform provisions.</p>	5/25/25	
7	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: On the day of the monitoring visit, groups of children in 4 out of the 7 classrooms were not supervised by a lead qualified teacher, as required.</p> <p>Repeat violation: Previously cited on 1/25/2024</p>	<p>A training plan was shared & all teachers (a total of 16) now are lead teachers in the building.</p>	5/16/25	
8	<p>251.055(2)(a) Group Size - Maximum</p> <p>Description: Based on a review of attendance, The Tiny Builders room exceeded maximum group size of 8 specified in Table 251.055 on 3/14/25, from 8:03am-8:22am, when there were 10 children (under the age of 2) in care and again from 2:57pm-3:59pm, when there were 11 children (under the age of 2) in care.</p> <p>On 3/17/25, maximum group size was exceeded from 8:07am-8:43am, when 12 children (under the age of 2) were in care and from 3:52pm-4:17pm, and 4:34pm-4:53pm, when 11 children (under the age of 2) were in care.</p>	<p>Repeat as point 9. Tadpoles does not always record the lobby more & staff has been explicitly told to move themselves. We maintain everything digitally through tadpoles (see answer as point 9). Like mentioned in my email as well, alot of points seen repetitive & same measure is already taken as mentioned in email.</p>	3/19/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222		
Address - Facility (Street, City, State, Zip Code) 15425 W Capitol Dr Brookfield WI 530052621		Telephone Number 262-336-8787	Date - Regulation Visit 3/19/2025	
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date	
<p>9 251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: Based on a review of attendance and staff hours, staff-to-child ratios were not met in the Tiny Builders room on 3/14/25 from 8:03-8:22am (10 children in care with 2 staff); 2:57-3:46pm (11 children were with 2 staff), and 3:59-4:04pm (8 children with 1 staff) Staff-to-child ratio for this age is 1:4.</p> <p>On 3/17/25, ratios in the Tiny Builders room were not met from 8:07-8:43am (12 children in care with 2 staff); 11a-1:06pm and 2:56-3:35pm (5 children were in care with 1 staff); 3:52-4:17pm and 4:34-4:53pm (11 children were in care with 2 staff); 4:53-4:56pm (5 children in care with 1 staff).</p>	<p>We maintain classroom ratios at all times. Tadpoles does not always record the lobby notes. Staff has been specifically trained to work themselves as they go in for coverage. We have a lot of support staff in front (whose no leads). They are paid to maintain ratios when needed & support classrooms.</p>	3/19/25		
<p>10 251.06(10)(dm)1. Washrooms - Sanitary Conditions</p> <p>Description: The shared bathroom in the Smart Bankers/Data Miners room is not maintained in a sanitary manner. Urine was observed in the toilet.</p>	<p>Children are potty trained in classrooms & females are trained to observe & maintain sanitary conditions at all times. The teacher has been corrected.</p>	3/19/25		

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
15425 W Capitol Dr Brookfield WI 530052621		262-336-8787	3/19/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11	<p>251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: A toilet in the shared bathroom between Data Miners and Small Bankers is inoperable; stool was observed sitting in and around the toilet bowl. It was reported the toilet was clogged several days prior to the licensing visit.</p> <p>The gym mat was observed to have several rips/tears exposing foam, making the surface unable to be disinfected easily. **This was verified as corrected on 4/3/25**</p> <p>Repeat violation: Previously cited on 1/25/2024</p>	<p>Toilet was fixed 3/20/25 Gym mat has been replaced with a new one.</p>	<p>3/20/25 (toilet) 3/25/25 (gym)</p>	
12	<p>251.06(4)(a) Fire Extinguishers - Operable, Inspected, Labeled</p> <p>Description: The labels on the fire extinguishers do not indicate it was inspected within the last 12 months; the last inspection was in February 2024. **This was verified as corrected on 4/3/25**</p>	<p>It was inspected but the company forgot to put tags on. It was confirmed to the licensor 3/19. The company came the next day & changed tags</p>	<p>3/20/25</p>	
13	<p>251.07(2)(b) Policy - Child Guidance</p> <p>Description: The center failed to implement its written policy that provides positive child guidance and redirection when staff in the Smart Bankers room was observed making statements such as <input type="checkbox"/> get away from here, <input type="checkbox"/> go sit down. <input type="checkbox"/></p>	<p>A training was complete on "Positive Guidance" during staff meeting on 3/20/25</p>	<p>3/20/25</p>	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
15425 W Capitol Dr Brookfield WI 530052621		262-336-8787	3/19/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
14 251.07(4)(e) Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness Description: Bedding is not being maintained and stored in a clean and sanitary manner. Cots in the Smart Bankers room were not fully covered with a clean sheet/blanket and children's individual bedding was hanging over the edge of the cot, touching another child's bedding.	Teachers are trained to keep bedding in sanitary manner. children are young & bedding gets pulled while laying down. Teachers have been suggested to keep it sanitary & clean.	3/20/25	
15 251.07(5)(a)3. Meals & Snacks - Intervals Description: On the day of the monitoring visit, the center director reported breakfast was served between 9:00-9:30am and licensing specialist observed lunch served at 12:50pm. Food shall be served at flexible intervals but no child may go without nourishment for longer than 3 hours.	proper training has been provided to keep timings of breakfast, lunch & snack duration to 3 hrs. The day of visit breakfast was served at 9:30am. Cook called out sick & the team did their best to serve food before 12:30pm. Diet in one classroom plate took time.	3/19/25	
16 251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: Based on a review of the menus, the center is not always meeting the minimum USDA meal requirements. For example, on 3/18/25, Chex Mix was served for snack. An additional component is required.	Additional component has been added & verified per USDA guidelines.	3/19/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
15425 W Capitol Dr Brookfield WI 530052621		262-336-8787	3/19/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
17	<p>251.07(5)(a)5.a. Menus - Post</p> <p>Description: Menus of meals and snacks provided by the center shall be posted in the kitchen and in a conspicuous place accessible to parents. The center serves breakfast, lunch and afternoon snack. There is no menu posted in a place for parents and the menu posted in the kitchen is not current, as it was the menu for 3/10/25 to 3/14/25.</p>	<p>Meals are planned & posted 2 weeks in advance now. Digital copies are maintained & sent to parents weekly.</p>	3/20/25	
18	<p>251.07(5)(a)5.b. Menus - Plan</p> <p>Description: Menus are not planned one week in advance. The most recent menu is dated 3/17/25 to 3/21/25.</p>	<p>Menu are planned 2 weeks in advance now (as stated above) Points seem repetitive like above</p>	3/20/25	
19	<p>251.07(5)(a)6. Menus - Changes</p> <p>Description: Changes to the menu as planned are not always being documented to reflect what was actually served. For example, on 3/17/25, the afternoon snack menu states pretzels and cucumber but saltines and milk were served. And on 3/18/25, graham crackers and celery were on the menu but Chex mix was served.</p>	<p>Menu changes are tracked physically & posted outside (copies available in office & kitchen)</p>	3/20/25	

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Kiddie Academy Of Brookfield		6000590216 / 001 - 2005222		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
15425 W Capitol Dr Brookfield WI 530052621		262-336-8787	3/19/2025	
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date	
20 251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: In the Pharma Pioneers room, eating surfaces were not washed and sanitized prior to lunch being served. Repeat violation: Previously cited on 1/25/2024	Teachers were retrained to clean & sanitize before and after on 3/19/25	3/19/25		
21 251.07(6)(dm)2. Medical Log - Pages & Entries Description: Entries in the medical log book are not signed or initialed by the person making the entry.	Each entry was signed by me (Sara Cooney). We will make sure to have someone sign who is making the entry. Most of the times it's me. I have shown in multiple occasions & was not told it was a violation.	3/19/25		
22 251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: In the New Age room, a container of formula brought from home is not labeled with the child's name or dated on the day of opening. Repeat violation: Previously cited on 1/25/2024, 6/13/2023	We have corrected & trained the teacher on 3/19/25.	3/19/25		

NAME - Agency Worker
Kristin Lange, Sara Cooney

Date Issued
5/12/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Sara Cooney

Date Signed

5/24/25