

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated May 09, 2024 . Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** LENISA.LEE@WISCONSIN.GOV or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
141 NW BARSTOW ST
ROOM 104
WAUKESHA, WI 53188

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope .

Contact me if you have any questions.

Date Correction Plan Due 5/23/2024	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 Kids Mean Everything		Provider Number / Facility ID Number 8000591618 / 001 - 2006821		
Address - Facility (Street, City, State, Zip Code) 4420 N 25Th St Milwaukee WI 532096102		Telephone Number 414-719-2527	Date - Regulation Visit 5/3/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.04(6)(a) Child Record - Maintenance, Availability Description: A child record was not available for child 5 during the monitoring visit.	A file has been created for child 5 and will be available for review at all times.	5/15/2024	
2	250.04(6)(a)1.e. Child Record - Enrollment Information - Other Emergency Contact Description: An emergency contact for child 3 was not documented on the child care enrollment form.	Emergency contact information was added to child's 3 file and will be available for review.	05/15/2024	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>250.04(6)(a)1.f Child Record - Enrollment Information - Medical Contact</p> <p>Description: The name, address, and telephone number of the child's physician or medical facility caring for the child was not documented on the childcare enrollment form and the health history and emergency care plan for child 3.</p>	The name, address, and telephone number of the child's medical facility is now documented on the childcare enrollment form and the health history and emergency care plan and available for review for child 3.	05/15/2024	
4	<p>250.04(6)(a)1.h Child Record - Enrollment Information - Date Of Attendance</p> <p>Description: The first date of attendance was not documented for child 3 on the child care enrollment form and the health history and emergency care plan.</p>	The first date of attendance is now documented on the child care enrollment form and the health history form for child 3.	05/15/2024	
5	<p>250.04(6)(a)1m.f. Child Record - Health History - Medical Condition Symptoms</p> <p>Description: The steps for child 4 on the health history and emergency care plan were incomplete as step 2 and 5 were the only sections completed.</p>	The steps for child 4 on the health history and emergency care plan is completed.	05/15/2024	
6	<p>250.04(6)(a)4m. Child Record - Immunization History Compliance</p> <p>Description: The immunization documentation was not present or accessible to view for child 4 and 5.</p>	I will continue to remind all parents that immunization records need to be turned in as soon as possible. Immunization for child 5 has been added to the child's file.	05/15/2024	

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7	250.05(2)(a) Staff File - Staff Record Form Description: A staff record form was not present or available to view for Staff A during the monitoring visit.	A staff record form is in staff A's file and is available for review.	05/15/2024	
8	250.05(2)(c) Staff File - Days, Hours Worked Description: Hours worked were not documented for staff A for the week of 4/8/24-4/10/24 and a sign out time was not documented for 4/7/24.	Hours worked will be documented for staff A for the week of 4/8/24-4/10/24 and also moving forward each day. Also the sign out time will also be documented for 4/7/24 and will be done each day at the time of opening and closing.	05/15/2024	
9	250.05(2)(d)1. Staff File - Physical Examination - Form Description: A physical examination and TB screening was not present or accessible to view during the monitoring visit for staff A.	I am working on getting the physical and Tb screening on staff A file.	06/15/2024	
10	250.05(3)(e)1. Provider Training - Obtain Cpr Certificate Description: A current CPR training was not accessible or available to view for staff A.	CPR training certificate will be added to staff A file.	05/31/2024	

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11	250.06(2)(c) Access To Materials Potentially Harmful To Children Description: Power tools and gasoline were accessible to children due to garage door not being able to close properly, a degreaser liquid and sharp Shepard's hook was accessible to children in the outdoor play space. A cabinet under the sink which contained chemicals was accessible to children as the latch was not in good repair.	Power tools and gasoline are no longer accessible to children. The garage door is now closed properly, and the degreaser liquid and sharp Shepard's hook was removed from the outdoor play space. (Kids were not outside during this time) Also the cabinet under the sink which contained chemicals latch was repaired.	05/15/2024	
12	250.06(3)(b) Emergency Plans - Practice Description: The safety and emergency response documentation form was not present or accessible to view to verify smoke and carbon monoxide testing and emergency drills were not practiced for the following months : February 2024, March 2024, and April 2024.	The safety and emergency response documentation form was added to the parent board and is available for review to verify smoke and carbon monoxide testing. Emergency drills will be documented and completed moving forward.	05/15/2024	
13	250.06(7)(a)6. Secondary Exit - Requirement Description: The secondary exit leading to the outdoor play space is unable to properly open.	The secondary exit leading to the outdoor play space now opens properly.	05/15/2024	

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14	250.06(9)(d) Food Storage, Temperatures Description: The freezer temperature was observed to be at 40 degrees Fahrenheit during the monitoring visit.	There is a properly working freezer thermometer available for review.	05/03/2024	
15	250.06(9)(j) Meals & Snacks - Records Description: A current meal menu and previous meal records were not present or accessible during the monitoring visit.	All meal plans moving forward will be dated and stored for review.	05/15/2024	
16	250.07(4)(c) Naps - Sleep Surface & Placement - Child 1 Year And Older Description: The fitted sheet was not maintained in a sanitary condition during the monitoring visit.	All sheets for sleep spaces have been washed and sanitized and will be on a daily / nightly basis.	05/03/2024	
17	250.07(6)(g)1. Hand & Face Washing Description: A child's hands were not washed following a diapering procedure during the monitoring visit.	All babies hands will be washed after diapering moving forward.	05/03/2024	

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18	250.07(6)(k)1. Emergency Medical Authorization & Injury Notification Description: Authorization for emergency care was not present or accessible for view for child 3, 4 and 5.	Authorization for emergency care was added for child 3, 4, and 5.	05/15/2024	
19	250.09(1)(c)5. Infant & Toddler - Use Of Safety Gates Description: The safety gate leading to the back hallway and basement stairwell was not properly secure against the wall during the monitoring visit.	The secondary exit leading to the outdoor play space is now secure and working.	05/03/2024	
20	250.09(4)(b) Infant & Toddler - Diaper Changing Surface - Disinfection Description: The diaper sanitation procedure of soap and water and sanitizer was not followed after a child was changed on the diapering mat.	The diaper sanitation procedure of soap and water and sanitizer will be followed after any child is changed on the diapering mat. Also the process is now posted in front of the changing area.	05/03/2024	

NAME - Agency Worker
Lenisa Lee

Date Issued
5/9/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
05/22/2024