

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
3/19/2024

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
Coa Child Care Center
Provider Number / Facility ID Number
2000563592 / 001 - 220071

Address - Facility (Street, City, State, Zip Code)
909 E Garfield Ave Milwaukee WI 53212
Telephone Number
414-290-7906
Date - Regulation Visit
3/4/2024

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: The staff record for Staff I was unavailable for licensing review.	Copies of kitchen staff records will be kept in an accessible place for licensing visits and EEC administrative staff.	3/19/24	
2	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff H, identified as an assistant teacher, does not have documentation of department-approved training in abusive head trauma, and appropriate ways to manage crying, fussing, or distraught children prior to beginning to work with children under 5 years of age.	Staff member H has been sent Abusive Head Trauma Training and is required to complete the training by 3/22/24.	3/22/24	

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3	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A does not have documentation of a certificate of completion for infant and child CPR and AED use from an agency approved by the department.</p> <p>Staff G does not have documentation of a current certificate of completion for infant and child CPR and AED use. The CPR certificate on file for Staff G is from 01/12/22.</p> <p>Staff H does not have documentation of a certificate of completion for infant and child CPR and AED use within 3 months after Staff H was hired.</p>	Admin staff is working with COA's certified CPR trainers to set up an in house training for staff members A,G, and H. Administration will run quarterly reports to determine staff who need CPR and AED training	4/26/24	
4	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff E does not have documentation of a current biennial child abuse & neglect training. The most recent biennial child abuse & neglect training on file for Staff E was taken 08/19/21.</p>	Staff E completed biannual child abuse & neglect training. Administration will run a quarterly report to determine staff who need to renew this training.	3/19/24	
5	<p>251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: In the Green Turtles room, a plastic casing for a light fixture on the ceiling is partially hanging down from the ceiling. In the same room, water spots were observed on a ceiling tile.</p>	A maintenance request was filed by administration on 3/4/24. Repairs were completed by maintenance staff.	3/19/24	

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6	<p>251.06(9)(d)1.b. Food Storage - Refrigeration Units Description: The cold storage thermometer in the Rainbow room refrigerator read 44 degrees Fahrenheit.</p>	Refrigerator temperature was adjusted on 3/4/24. Staff have monitored the temperature and it has been reading 39 degrees Fahrenheit. The temperature will continue to be monitored regularly by teachers and monthly during health & safety monitoring checks by admin staff. If temperature rises again the refrigerator will be replaced	3/19/24	
7	<p>251.06(9)(d)2.a. Food Storage - Dry Food Description: A bag of opened cereal in the kitchen was observed taped shut and not stored in bags with zip-type closures or metal, glass or food grade plastic containers with tight-fitting covers.</p>	The bag of cereal was thrown out on 3/4/24 due to improper storage. Kitchen staff were retrained on safe food storage requirements. Food grade plastic bins with tight-fitting covers are available in the kitchen for food storage.	3/19/24	
8	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Injury records in the medical log books in the Sunshine B room, the Rainbow room, and the Shining Stars room are not reviewed and documented every 6 months as required. The last documented injury record review in the Sunshine B room medical log book was on 08/28/23. The last documented injury record review in the Rainbow room medical log book was on 06/28/23. The last documented injury record review in the Shining Stars room medical log book was on 08/31/23.</p>	Medical log books for Sunshine B, Rainbow, and Shining Stars rooms were reviewed. Medical logs are reviewed monthly during health & safety checks by admin staff. Admin staff have been reminded to sign off on the book after completing the review.	3/19/24	

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9	<p>251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: A parent authorization for an EpiPen being stored in the Rainbow room does not have anything listed for the length of authorization.</p>	Medical authorization has been updated by parents to include date of authorization. Staff have been retrained on requirements to check that all medical forms are fully and correctly completed.	3/19/24	
10	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises Description: A medication authorization form for Motrin drops being stored in the Rainbow room is not current. The parent authorization for the medication ended 12/17/22.</p>	Medication has been removed from the classroom and returned home. Staff have been retrained on requirement to check medication forms for correct information as the child did not begin attending COA until 2/12/24	3/19/24	
11	<p>251.08(4)(b) Driver Orientation - Requirement Description: Staff F, identified as a driver, does not have documentation of a current annual driver training. The most recent driver training on file for Staff F is from 09/27/22.</p>	A new driving training will be completed and kept on file. Annual driving training will be added to the center calendar.	4/1/24	

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12	<p>251.08(4)(c)1. Driver Record - Obtain & Review</p> <p>Description: Staff F, identified as a driver, did not have current documentation of an annual driving record on file at the center. The most recent annual driving record on file for Staff F was from 11/01/22.</p> <p>This was corrected during the visit when an annual driving record for Staff F was ran on 03/04/24 during the visit.</p> <p>Repeat violation: Previously cited on 10/5/2022</p>	Driving record obtained at time of visit. Annual record check will be added to the center calendar.	3/4/24	

NAME - Agency Worker
Daniel Noel

Date Issued
3/4/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
3/19/2024