

Date Correction Plan Due 1/17/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
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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 Mps - Siefert Clc		Provider Number / Facility ID Number 2000563892 / 156 - 2100115		
Address - Facility (Street, City, State, Zip Code) 1547 N 14Th St Milwaukee, WI 53205-2109		Telephone Number	Date - Regulation Visit 11/28/2022	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Staff file reviewed did not include CAN training Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of child abuse and neglect training files are in their staff records.	1/31/2023	
2	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Director/administrator did not have a Registry certificate on file Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of child abuse and neglect training files are in their staff records.	1/31/2023	

RECEIVED
STATE OF WISCONSIN
JAN 18 2023
SOUTHEASTERN REGIONAL OFFICE
307 E STATE ST
MILWAUKEE, WI 53202

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3	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff file included no educational documentation Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their educational qualifications are in their staff records.		1/31/2023
4	251.05(3)(b) Shaken Baby Syndrome Prevention Training Description: Staff file did not include documentation of SBS or equivalent training Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their shaken baby prevention training is included in their staff records.□		1/31/2023
5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff file did not include documentation of current CPR certification Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their CPR certificate is included in their staff records.		1/31/2023

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6	251.05(3)(d)3.a. Administrator - Entry-Level Training / Experience - Business Description: There was no qualification information available for review during the visit Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of the administrator's documentation is included in the site staff records.	1/31/2023	
7	251.05(3)(d)3.b. Administrator - Entry-Level Training/Experience - Early Description: There was no training of educational information available for review Repeated violation: Previously cited 12/31/2021	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of the administrator credentials are included in the site staff records.	1/31/2023	
8	251.05(3)(e)4.c. Center Director / Large Center - Entry-Level Experience Description: There was no entry level experience information on file to review	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their qualifications are included in the staff records.	1/31/2023	

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9	251.05(3)(e)4.d. Center Director / Large Center - Entry-Level Training Description: There was no training information on file to review	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their qualifications are included in the staff records.		1/31/2023
10	251.05(3)(f)2.c. Child Care Teacher - Entry-Level Experience Description: There was no entry level experience information to review	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their qualifications are included in the staff records.		1/31/2023
11	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: There was no entry level training information to review	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their qualifications are included in the staff records.		1/31/2023

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12	251.055(1)(a) Supervision Of Children Description: Children including children under 8 years of age repeatedly left the room with one staff person, away from site and sound supervision	Staff have reviewed the DCF and BGCGM policy and procedures regarding supervision of children.	1/31/2023	
13	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Staff person alone with children identified as administrative coordinator	Staff have reviewed the DCF and BGCGM policy and procedure regarding supervision of children. Children will be supervised by a DCF teacher qualified staff.	1/31/2023	
14	251.055(1)(f) Child Tracking Procedure Description: Child tracking included only 32 of the 35 children.	Staff have reviewed the DCF and BGCGM policy and procedure regarding child tracking. CLC staff will conduct attendance at the appropriate time.	1/31/2023	

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15	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: One staff person was alone with 35 children ages 4 and up.	Staff have reviewed the DCF and BGCGM policy and procedure regarding staff to child ratios. Site will maintain appropriate staff to child ratios.	1/31/2023	
16	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: Children observed wandering the halls throughout the lower level of the school building. Children had access to cleaning chemicals and laundry room and janitor's closet all of which were not secured	Staff have reviewed the DCF and BGCGM policy and procedure regarding access to materials potentially harmful to children. BGCGM staff will work with MPS staff to ensure harmful materials are out of reach of children.	1/31/2023	
17	251.06(3)(b)2. Emergencies - Practice Written Plans Description: The center did not have documentation of emergency drill practice Repeat violation: Previously cited on 12/13/2021	Staff have reviewed the DCF and BGCGM policy and procedure regarding emergencies and written plans. Siefert CLC will follow BGCGM policy for practicing written plans for emergencies.	1/31/2023	

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18	251.06(4)(i) Fire Alarms & Smoke Detectors - Maintenance, Drills, Testing Description: The center had no documentation of fire detection system testing Repeat violation: Previously cited on 12/13/2021	Staff have reviewed the DCF and BGCGM policy and procedure regarding fire alarms and smoke detectors maintenance, drills and testing. Siefert CLC will work with Siefert School to obtain documentation of school facility fire detection system testing per DCF and BGCGM policy for fire alarms and smoke detectors for maintenance, drills and testing.	1/31/2023	
19	251.07(5)(a)10. Sharing Information About Food & Other Allergies Description: Third and fifth graders were being utilized to prepare and handle snack. These children performing staff roles lacked access to food allergy information.	Staff have reviewed the DCF and BGCGM policy and procedure regarding sharing information about food and other allergies. Center Director will provide allergy list in all CLC staff attendance binders.	1/31/2023	
20	251.07(6)(i)1. Washing Child's Hands & Face Description: Child hands were not washed before snack time	Staff have reviewed the DCF and BGCGM policy and procedure for washing child's hands and face. Seifert CLC will follow BGCGM protocol.	1/31/2023	

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21	251.07(6)(i)2. Adult Handwashing Description: No adult hand washing was performed prior to snack service	Staff have reviewed the DCF and BGCGM policy and procedure regarding adult hand washing. Seifert CLC will follow BGCGM protocol	1/31/2023	

NAME - Certification Worker / Licensing Specialist

Date Issued

1/3/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

1/17/2023

Siefert Clc