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| <b>Date Correction Plan Due</b><br>10/23/2024 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b> | <b>TO FILE A COMPLAINT CALL</b><br>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.

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|--|---|---|---|
| <b>Name - Certified Operator / Licensed Center</b><br>Stepping Milestones Lrng Academy                 |   | <b>Provider Number / Facility ID Number</b><br>8000587738 / 001 - 2001221 |   |
| <b>Address - Facility (Street, City, State, Zip Code)</b><br>5312 W Burleigh St Milwaukee WI 532101619 |   | <b>Telephone Number</b><br>262-800-2001                                   | <b>Date - Regulation Visit</b><br>10/3/2024 |
|  | <b>Rule/Statute Number<br/>Noncompliance Statement</b>  | <b>Correction Plan</b>  | <b>Expected Completion Date</b>             |
| 1  | 251.05(2)(a)2.<br><b>Staff Record - Completed Background Check</b><br><br>Description: Staff person working in the infant room lacked a CBC background<br><br>Repeat violation: Previously cited on 2/20/2024                       | <i>Completed on</i>   | <i>10/7</i>                                 |
| 2  | 251.05(3)(b)<br><b>Abusive Head Trauma Prevention Training</b><br><br>Description: Staff file reviewed lacked any documentation of abusive head trauma training<br><br>Repeat violation: Previously cited on 11/21/2023, 12/16/2022 | <i>Staff will receive proper training</i>                                 | <i>12/5</i>                                 |

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| 3  | 251.055(1)(f)<br><b>Child Tracking Procedure</b><br><br>Description: Child moved from toddler room to infant room during nap without tracking   | Staff will track kids imm                                   | 10/5                        |                      |
| 4  | 251.06(10)(dm)2.<br><b>Potty Chairs - Disinfected</b><br><br>Description: Potty chair not emptied or disinfected as required  | Staff will empty and disinfect potty chair                  | 10/5                        |                      |
| 5  | 251.06(10)(g)<br><b>Toilet Room Door Locks</b><br><br>Description: No readily available device to open bathroom door lock   | Toilet room door will have access from outside at all times | 10/5                        |                      |
| 6  | 251.06(11)(b)7.<br><b>Outdoor Play Space - Enclosure</b><br><br>Description: Large gap under northwest corner of the playground enclosure<br><br>Repeat violation: Previously cited on 11/21/2023, 12/16/2022 | fence will be closed in                                     | 12/5                        |                      |

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| 7  | 251.06(2)(a)<br><b>Potential Source Of Harm On Premises</b><br><br>Description: Sharp rusty broken fence accessible, to children in outdoor play space   | fence will be repaired                                    | 12/15                       |                      |
| 8  | 251.06(4)(a)<br><b>Fire Extinguishers - Operable, Inspected, Labeled</b><br><br>Description: Fire extinguisher tagged for November of 2022   | fire Extinguisher will be tagged                          | 10/15                       |                      |
| 9  | 251.06(9)(d)1 .b.<br><b>Food Storage - Refrigeration Units</b><br><br>Description: Refrigerator measured at 50 degrees   | Refrigerator will be replaced                             | 12/15                       |                      |
| 10 | 251.06(9)(d)2.a.<br><b>Food Storage - Dry Food</b><br><br>Description: Dry crackers stored open in original, sleeve and not zip style bags or plastic containers as required<br><br>Repeat violation: Previously cited on 12/16/2022 | crackers and all dry food will be replaced in zip loc bag | 10/15                       |                      |

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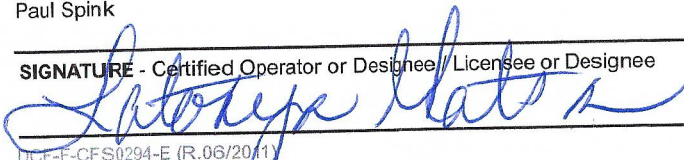
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10/3/2024

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|----|---|--|-----------------------------|----------------------|
| 11 | 251.06(9)(f)3.<br><b>Food - Leftover Prepared Food</b><br><br>Description: Leftover food dated for 9/12/24 on 10/3/24   | Will make sure<br>labels are taken<br>off food   | 10/5                        |                      |
| 12 | 251.06(9)(g)1.b.<br><b>Meal Preparation Staff - Clothing, Hair Restraints</b><br><br>Description: Kitchen staff performing food prep without hair restraint<br><br>Repeat violation: Previously cited on 12/16/2022 | Staff will wear<br>hair net                      | 10/5                        |                      |
| 13 | 251.07(6)(i)1.<br><b>Washing Child's Hands &amp; Face</b><br><br>Description: No child handwashing after diaper change  | Staff will hand<br>wash after diaper<br>changing | 10/5                        |                      |
| 14 | 251.09(4)(a)3.<br><b>Infant &amp; Toddler - Diaper Changing Surface Disinfection</b><br><br>Description: Diaper changing pad torn and incapable of proper disinfection  | diaper changing<br>pad will be<br>replaced       | 11/10                       |                      |

NAME - Agency Worker  
Paul Spink

Date Issued  
10/9/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed  
10/20/24