

Date Correction Plan Due 2/24/2025	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		Provider Number / Facility ID Number		
Kiddie Garden Child Dev Center Lic		6000589066 / 001 - 2003038		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2809 W Atkinson Ave Milwaukee WI 53209		414-204-8024	1/24/2025	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Staff A and Staff C do not have documentation of a physical examination report within 30 days after Staff A and Staff C were hired.</p> <p>Repeat violation: Previously cited on 6/24/2024, 5/8/2023</p>	<p>There will be a new audit of staff files by the Director. Any staff member missing documentation of a physical examination report will be required to obtain it within one week. Needed documentation will be placed in the staff member's file. Administration will use DCF's staff record checklist form on a monthly basis to prevent future occurrences.</p>	2/21/25	
2	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Staff B does not have documentation of completion 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.</p>	<p>There will be a new audit of staff files by the Director. Any staff member missing documentation of completion of Abusive Head Trauma will be required to obtain it within one week. Needed documentation will be placed in the staff member's file. Administration will use DCF's staff record checklist form on a monthly basis to prevent future occurrences.</p>	2/21/25	

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3	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff C and Staff G do not have documentation of a current certificate of completion for infant and child CPR and AED use from an agency approved by the department. Repeat violation: Previously cited on 6/24/2024</p>	<p>There will be a new audit of staff files by the Director. Any staff member missing documentation training in Infant/Child CPR will be required to obtain it within two weeks. Needed documentation will be placed in the staff member's file. Administration will use DCF's staff record checklist form on a monthly basis to prevent future occurrences.</p>	2/28/25	
4	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff B does not have documentation of a biennial training on child abuse and neglect reporting requirements within one week after Staff B began working at the center.</p>	<p>There will be a new audit of staff files by the Director. Any staff member missing documentation of Training in Child Abuse and Neglect will be required to obtain it within one week. Needed documentation will be placed in the staff member's file. Administration will use DCF's staff record checklist form on a monthly basis to prevent future occurrences.</p>	2/21/25	
5	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff B does not have documentation of a written orientation program.</p>	<p>Staff Members will receive a staff orientation within seven days of hire date. Any staff missing documentation of a new hire orientation will receive one within one week. Administration will use a New Hire Checklist to prevent future occurrences.</p>	2/21/25	
6	<p>251.06(11)(b)7. Outdoor Play Space - Enclosure Description: There is a gap in the gate which makes up the outdoor play space enclosure that is greater than 4 inches. Repeat violation: Previously cited on 6/24/2024</p>	<p>The gate is scheduled to be repaired on Tuesday 2/18/25. Maintenance will check playground equipment and the outside property weekly and make necessary repairs when needed.</p>	2/18/25	

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7 251.06(2)(a) Potential Source Of Harm On Premises Description: There is a cord hanging from a television in the preschool room that is accessible to children in that classroom. Repeat violation: Previously cited on 5/8/2023	2/10/25		
8 251.06(4)(a) Fire Extinguishers - Operable, Inspected, Labeled Description: The annual fire inspection tags on fire extinguishers at the center are not current and were last inspected October 2023.	Completed 2/6/25		
9 251.06(9)(d)2.a. Food Storage - Dry Food Description: A bag of opened Cheez-It crackers was observed in the kitchen not stored in a bag with a zip-type closure or a metal, glass or food grade plastic container, and was not labeled.	2/21/25		
10 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The injury records in the medical log book are not reviewed every 6 months as required. The last injury record review documented in the medical log book was on 05/29/24. Repeat violation: Previously cited on 12/4/2023	2/14/25		

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11	<p>251.08(3) Information In Vehicle - Required Description: A list of children being transported and a copy of the completed permission and emergency information form under sub. (2) for each child being transported was not in the new vehicle being used by the center to transport children.</p>	<p>Administration will keep a binder for needed transportation documentation. There will be a binder kept inside the daycare center and also one kept on the daycare van. This binder will contain important documentation like Permission slips and Emergency contact information. Administration will create a compliance monthly checklist to ensure Transportation binders are reviewed once a month.</p>	
12	<p>251.08(3)(c) Information In Vehicle - Route And Stops Description: A list of routes and stops was available at the center, but a copy was not in the vehicle being used by the center to transport children in care.</p>	<p>Administration will keep a binder for needed transportation documentation. There will be a binder kept inside the daycare center and also one kept on the daycare van. This binder will contain important documentation like the Route and the stops. Administration will create a compliance monthly checklist to ensure Transportation binders are reviewed once a month.</p>	2/14/25
13	<p>251.08(4)(b) Driver Orientation - Requirement Description: Staff G, identified as the driver, does not have documentation of a current annual driver training. The most recent driver training on file for Staff G was taken 10/11/23.</p>	<p>The driver has complete the annual training given by the Director on 1/28/2025. Administration will create a compliance monthly checklist to ensure annual driving trainings are completed on time.</p>	1/28/2025

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14	<p>251.08(4)(c)1. Driver Record - Obtain & Review Description: Staff G, identified as the driver, does not have documentation of a current annual driving record. The most recent driving record on file for Staff G was ran on 10/11/23.</p>	<p>Documentation of the Driver's driving record was obtained by the Director, on 1/28/2025. Administration will create a compliance monthly checklist to ensure annual driving records are obtained yearly.</p>	1/28/2025
15	<p>251.08(5)(b) Vehicle Inspection Report Description: The center has been using a different vehicle than the one previously reported to the Department. The current vehicle being used to transport children does not have a vehicle inspection report. This was verified as completed via an email received on 01/27/25. Repeat violation: Previously cited on 5/8/2023</p>	<p>In the event the center makes a change in transport vehicle, the center shall report changes prior to transporting children. Administration will keep a binder for needed transportation documentation. There will be a binder kept inside the daycare center and also one kept on the daycare van. This binder will contain important documentation like current vehicle inspection reports. Administration will create a compliance monthly checklist to ensure Transportation binders are reviewed once a month.</p>	2/14/2025
16	<p>251.08(8)(a) Vehicle Safety Alarm - Installed Description: The center is using a different vehicle, which is owned by the licensee. This vehicle is different than the vehicle previously approved by the Department. The new vehicle being used is not equipped with a child safety alarm that prompts the driver to inspect the vehicle for children before exiting.</p>	<p>A vehicle safety alarm has been installed on the daycare van on 1/24/2025. Administration will create a compliance monthly checklist to ensure compliance in Transportation.</p>	2/13/2025

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Rule/Statute Number 251.09(1)(c)		Correction Plan Documentation of change in Child's Development for child 1 has been made. The director will review all other under 2 intake forms, and make sure any needed updates are made. Administration will create a compliance monthly checklist to use to avoid any future occurrences.	Expected Completion Date 2/17/2025
Noncompliance Statement 17 Infant & Toddler - Documenting Changes In Development Description: Child 1 does not have documentation of changed in Child 1's development and routines every three months as required.	Verification Date		

NAME - Agency Worker
 Daniel Noel

DATE ISSUED
 2/7/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Risha Heron

DATE SIGNED
 2/13/2025