

Date Correction Plan Due  
3/19/2024

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

TO FILE A COMPLAINT CALL  
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.

Name - Certified Operator / Licensed Center

Provider Number / Facility ID Number

Next Door Head Start

6000563746 / 007 - 2001852

Address - Facility (Street, City, State, Zip Code)

Telephone Number

Date - Regulation Visit

5310 W Capitol Dr Milwaukee WI 532162263

414-562-2929

2/19/2024

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(m) Health, Safety & Welfare Of Children Description: On 2/15/24 and 2/22/24, the center failed to protect the health, safety and welfare of children in care when a disinfecting solution with precautions on the label indicating can cause 'severe skin burns' was used on equipment that comes into contact with skin resulting in a chemical burn to a child's face.	1) All non-compliant cleaning products removed from classrooms. 2) New product was supplied to staff that is in compliance. Re-training received of proper use and staff signed communication to all staff re: not using former product. 3) Center was closed on 2/23 to thoroughly clean building. 4)	(2/15/24) + (2/22/24) (2/19/24)	
2	251.05(2)(a) Staff Record - Maintenance & Availability Description: Staff A did not have a file on site available for review.	I believe this should be removed (3), as the Director (Lucretia Dillon) sent documents before deadline (see email). Documents had been physically stored at 29th Street location, not Capitol.	Done, prior to deadline.	

Name - Certified Operator / Licensed Center

Provider Number / Facility ID Number

Next Door Head Start

6000563746 / 007 - 2001852

Address - Facility (Street, City, State, Zip Code)  
5310 W Capitol Dr Milwaukee WI 532162263

Telephone Number  
414-562-2929

Date - Regulation Visit  
2/19/2024

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.055(1)(a) Supervision Of Children	Description: On 2/14/24 at 9:29am, a child was not within sight and sound supervision for approximately 2 1/2 minutes when they left the gross motor room, walked down a hallway to the lobby, walked up the stairs to the first floor and continued walking down a hallway until staff located the child.	<p>1) All involved staff gathered to review and discuss incident. <i>below</i></p> <p>2) Staff professional development day on Active Supervision re-training.</p> <p>3) Policy will change to state review of Active Supervision will occur on annual basis for all staff.</p> <p>4) Safety plan was created for child with special needs who left the classroom.</p> <p>5) Incident was reported to Parallel services (temporary teacher agency) (2/15/24) re: teacher who was on her cell phone at time of incident.</p> <p>6) Child prof handle or door alarm being considered for group play rooms (3/29/24)</p> <p>7) Review of zoning expectations for supervision at P.D. day (2/19/24)</p> <p>8) Zoning charts to be added to play spaces/rooms (3/22/24)</p>	(2/14/24)  (2/19/24)  (2/15/24)	

NAME - Agency Worker  
Laura Taylor, Mary Schullek

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Heather McKinley Adams*

Date Signed

3/18/24

Date Issued

3/5/2024



**SENT VIA CERTIFIED MAIL AND REGULAR U.S. MAIL**

Article no. 9589 0710 5270 1040 0605 49

March 5, 2024

Heather Grams/Next Door Foundation Inc.  
2545 N. 29<sup>th</sup> St.  
Milwaukee, WI 53210

Re: **NOTICE OF ORDER TO STOP VIOLATING STATUTE AND/OR ADMINISTRATIVE RULES,  
NOTICE OF DIRECT FORFEITURE ASSESSMENT AND APPEAL PROCESS,  
IMPOSED PLAN OF CORRECTION**

**Next Door Head Start  
5310 W Capitol Drive  
Milwaukee, WI 53216-2263  
FACILITY NUMBER: 2001852**

Dear Heather Grams/Next Door Foundation Inc.,

This letter constitutes an order requiring that you, Heather Grams/Next Door Foundation Inc., licensee of Next Door Head Start, stop violating Wisconsin Statutes and Administrative Code for the regulation and licensing of a group child care center. This letter identifies the licensing statutory and/or code violations that were identified at Next Door Head Start, and the sanctions ordered by the Department of Children and Families (the Department) to correct these violations. This letter also imposes a direct forfeiture assessment, identifies additional sanctions and penalties that may result if these violations are not corrected, imposes a plan of correction, and informs you of your appeal rights.

The Wisconsin Department of Children and Families (Department), under the authority of Wis. Stat. § 48.715, provides for sanctions and penalties where persons operate a group child care in violation of Wis. Stat. § 48 or Wis. Admin. Code § DCF 251. Sanctions and penalties include issuance of orders to stop operating, to correct violations and to submit plans of correction, assessment of forfeitures or revocation of a license. The Department may set forfeiture amounts of \$10.00-\$1,000 per day per violation.

Please note that in accordance with Wis. Stat. § 48.657(2g), and Wis. Admin. Code § DCF 251.04(2)(L), the child care shall post next to the child care license any notice received from the Department relating to rule violations. This notice must be posted in an area of the center that is visible to parents and must remain posted until the licensing specialist has verified the violations as corrected and in compliance at or before the next licensing site visit.