

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated August 30, 2021. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** danielle.noel@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
141 NW BARSTOW ST
ROOM 104
WAUKESHA, WI 53188

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

Date Correction Plan Due 9/15/2021	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)(3) 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 Crescent Learning Center		Provider Number / Facility ID Number 7000584747 / 002 - 1015838	
Address - Facility (Street, City, State, Zip Code) 801 W Layton Ave Milwaukee WI 53221		Telephone Number 414-464-2925	Date - Regulation Visit 8/18/2021
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(6)(a)6. Child Record - Health History Description: Child 5's health history form was incomplete as it was missing physician and medical facility information.	Done 8/18/21 all the require information was put in	8/18/21
2	251.05(2)(a)1. Staff Record - Personal Information Description: The file for Staff A, Staff B, Staff C, Staff D and Staff E lacked a complete staff record form upon licensing review. File lacked information in Section B, regarding position at hire and use within ratio.	The needed information was put in on 8/18/21 all the starting dates were put in	8/18/21

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801 W Layton Ave Milwaukee WI 53221		8/18/2021	
Telephone Number		Expected Completion Date	
414-464-2925		8/18/21	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Verification Date
7 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: There were two bottles of cleaning spray located in a cubby in the toddler room.		The spray bottle has been moved from near the cubbies to another spot	8/18/21
8 251.06(2)(gm) Premises - Well Drained, Clean Description: There is garbage in the outdoor play space.		The outdoor play space is being cleaned twice a day every day	8/18/21
9 251.06(9)(g)1.d. Meal Preparation Staff - Orientation, Training Description: Staff A, identified as the cook, did not have documentation of an annual training in kitchen sanitation, food handling, and nutrition.		Staff A is enrolled for annual training class with 365 training + certification	9/26/21
10 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book in the Teddy Bears room was not reviewed every 6 months. The last review documented was December 2020. Repeat violation: Previously cited on 1/14/2020		Have made a note with the teacher to make sure the director or assistant director goes over the medical log book every 6 months	8/18/21

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3 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff D did not have documentation of a staff health report or a physical examination report in the staff record.	Staff D was given the official form to be filled out by her physician for the health report.	9/14/21			
4 251.05(2)(a)7. Staff Record - Continuing Education Description: Staff D did not have documentation of continuing education hours for 2020.	Staff D is working on 232 pages book Focused Observation by Gayle Cronlund, Marilyn Jones	10/15/21			
5 251.05(3)(b) Shaken Baby Syndrome Prevention Training Description: Staff B did not have documentation of Shaken Baby Syndrome Prevention training in the staff record.	Staff B completed the Shaken Baby Syndrome training	8/27/21			
6 251.06(2)(a) Potential Source Of Harm On Premises Description: There was a panel of fencing and gutter building material accessible to children in the area leading to the outdoor play space.	These items have been removed	8/18/21			

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11 251.08(4)(b) Driver Orientation - Requirement Description: Staff B, identified as the driver, did not have documentation of an annual driver training in the staff record.	Done by the assistant director the staff B read & was explain all the procedures of loading & unloading kids	9/13/21	
12 251.08(4)(c)1. Driver Record - Obtain & Review Description: Staff B, identified as the driver, did not have documentation of an annual driving record in the staff record.	Done on 9/13/21 was printed out from the DMV website	9/13/21	
13 251.08(5)(b) Vehicle Inspection Report Description: The center did not have documentation of a recent annual vehicle inspection report. The last vehicle inspection expired on 08/26/20.	The vehicle inspection was done on 8/30/21 and was faxed to the Licensing Specialist on 8/30/21	8/30/21	

NAME - Certification Worker / Licensing Specialist
Daniel Noel

Date Issued
8/30/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Daniel Noel

9/14/21