

Date Correction Plan Due 3/17/2024	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)(l) 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 Collins Academy		Provider Number / Facility ID Number 1000586101 / 003 - 2005579		
Address - Facility (Street, City, State, Zip Code) 1115 S 7Th St Milwaukee WI 532042329		Telephone Number 414-808-0043	Date - Regulation Visit 3/1/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff F did not have documentation of a physical examination within 30 days of employment at the center. Repeat violation: Previously cited on 8/11/2023, 6/15/2022	We will get all required paperwork from staff before the due date.	3-20-2024 3-12-2024	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Documentation of days and hours worked, and in which classroom, when person(s) are included in the staff-to-child ratio was not accurately maintained by the center.	Staff were re-trained on tracking. Management will check tracking periodically during the day.	3-4-2024	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: Children were not properly supervised on 2/29/24 when a child's braid was pulled from her hair. An assigned caregiver had left the room while the 2nd caregiver had been having a conversation with another staff member, not providing direct care and supervision to the children in the room. The child had been heard crying out and was not acknowledged immediately.</p>	<p>Staff will supervise all children and will not engage in conversations that will direct their attention off of the children. Staff will respond to all crying children immediately.</p>	3-1-2024	
4	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center did not implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times. An infant had not been accounted for on the tracking documentation for 2/29/24; the infant and toddler areas were not maintaining separate tracking methods; and the 2 year old room did not have two children accounted for on their tracking sheet on 3/1/24.</p>	<p>Staff were retrained on tracking procedures. Tracking will be maintained at all times, and checked by management.</p>	3-4-2024	
5	<p>251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury</p> <p>Description: Staff did not document in the medical log an injury that was observed on a child on 2/26/24 when arriving at the center.</p>	<p>All injuries will be logged immediately.</p>	3-4-2024	

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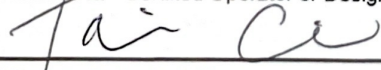
N/A

N/A

NAME - Agency Worker
Jennifer Brees

Date Issued
3/7/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
3-13-2024