

Date Correction Plan Due 5/29/2025	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 St. Paul's Child Care Center		Provider Number / Facility ID Number 4000 90474 / 001 - 2005521		
Address - Facility (Street, City, State, Zip Code) 7835 W Grant St West Allis WI 532191712		Telephone Number 414-541-6251	Date - Regulation Visit 5/6/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(7)(a) Disclosure Of Personal Information Description: Notes from medical providers and administration of medication posted publicly in two year old classroom	Material has been moved to the interior of the cabinet door. Matters of confidentiality will be discussed at the June Staff meeting.	6/12/25	
2	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff file reviewed did not include records of abusive head trauma training	Staff did complete training on 12/11/2024. I remember an issue printing certificate at the time. Meeting with staff to access the training record for a copy of certificate and other training requirements.	6/30/25	

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3	251.06(10)(dm)2. Potty Chairs - Disinfected Description: Potty chair observed with standing urine in bathroom between 1 and 2 year old classrooms	Training during June staff meeting about the complete full process of potty training, use of restroom includes staff dumping and cleaning small potty directly after use. Making equipment clean and ready for the next child to use.	6/12/25	
4	251.07(4)€ Naps Or Rest Periods – Bedding Maintenance, Storage, Cleanliness Description: Cots in toddler room not stored in sanitary manner as required by rule	Will be purchasing cloth to cover cots while not in use.	6/30/25	
5	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Medication authorization did not include intervals of use and second authorization included intervals that exceeded expiration dates on the box Repeat violation: Previously cited on 1/14/2025, 9/24/2024, 1/24/2024	Added expiration date of medication from packaging to medication form. Parents have reviewed and signed off on the form. Usage of medication is also described in Allergy action plan if allergic reaction is occurring. Reviewed with staff again.	5/7/25	

6	251.09(2)(bm) Infant & Toddler - Sleep Position Description: Infant observed asleep in bouncer	Review of the center's current policies. Create training for infant and toddler sleeping and other areas to meet and enforce the licensing code and best practices will be developed. The room will be monitored on a more frequent basis. Training to be completed as soon as completed.	7/31/25	
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NAME - Agency Worker
Paul Spink

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Issued
5/15/2025

Date Signed 5/29/25