

<b>Date Correction Plan Due</b> 2/6/2026	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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 251.04(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. 48.745. 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.

<b>Name - Certified Operator / Licensed Center</b> Quad Care - Sussex		<b>Provider Number / Facility ID Number</b> 2000558502 / 003 - 225179	
<b>Address - Facility (Street, City, State, Zip Code)</b> N61w23044 Hartys Way Sussex WI 530893995		<b>Telephone Number</b> 414-566-2170	
<b>Rule/Statute Number</b> Noncompliance Statement		<b>Correction Plan</b>	
1	251.04(2)(m) <b>Health, Safety &amp; Welfare Of Children</b>  Description: The center failed to ensure the health, safety and welfare of an infant in care when a bottle containing mother's breast milk was given to the incorrect child in care.	<b>Expected Completion Date</b>  2/18/20	<b>Verification Date</b>

<b>NAME - Agency Worker</b> Rhonda Brueggemann	<b>Date Issued</b> 1/23/2026
<b>SIGNATURE - Certified Operator or Designee / Licensee or Designee</b> 	<b>Date Signed</b> 1/28/20

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## **Correction Plan**

**Licensed Center:** Quad Care – Sussex

**Facility ID Number:** 225179

### **Quad Care Feeding Policy has been updated to include:**

- Labeling details for bottles
- Warming rules and microwave prohibition
- Requirements for discarding leftovers and rinsing bottles
- Alignment with CDC language specific to milk providing mothers

### **Training and Compliance Monitoring:**

- All staff members will be trained on the updated Quad Care Feeding Policy by: 2/18/2026
- All staff members will acknowledge a copy of the updated Quad Care Feeding Policy by: 2/18/2026 and annually thereafter.
- Staff will be required to complete a competency check before independently feeding
- Site director or Lead will audit infant feeding logs and bottle storage setup weekly for 4 weeks, then monthly, documenting findings and corrective coaching as needed.



## Quad Care Bottle Feeding Policy

### **Purpose:**

To ensure the correct bottles are fed to the correct infant and maintain the highest standards of safety and hygiene.

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### **Labeling Requirements**

- Every bottle must be clearly labeled with:
    - Child's full name
    - Date and time the bottle was prepared
    - Contents (formula, breast milk, whole milk, or mix)
  - Labels must be waterproof and legible.
  - Bottles that are missing any labeling requirements will not be used until corrected (parent contacted or bottle relabeled per policy)
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### **Storage & Handling**

- Caps required over bottles
  - Bottles must be immediately refrigerated, stored in designated areas, separated by child.
  - Refrigerated bottles should be placed in individual bins or labeled sections.
  - Bins should contain clear thawing and use-by time rules
  - If parent has requested bottle warming, staff will warm bottles using hot water bottle warmers; **microwaving of bottles is prohibited.**
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## **Feeding Procedure**

1. Wash hands thoroughly before handling bottles.
  2. Confirm the child's identity using the name on the bottle and the child you are preparing to feed.
  3. If a co-teacher is present, confirm the bottle and baby with your co-teacher before feeding.
  4. Double-check the label before feeding.
  5. Document the feeding time and amount consumed.
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## **Discarding of Leftovers and Post-Feeding Bottle Handling**

1. All leftover milk or formula will be discarded within 2 hours after each feeding. At the parent's request, any unused formula or breast milk may be returned to the parent
  2. Bottles will be rinsed and sent home for cleaning
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## **Disclosure Regarding Breastmilk**

### **QuadCare is a breastmilk-friendly environment.**

Breastmilk is present every day in rooms caring for infant children.

If a milk or bottle mix up occurs:

1. Stop the feeding immediately as soon as identified.
2. Notify the director or designee immediately.
3. Notify both families as soon as possible the same day.
4. Document:
  - date and time of event
  - which child received the wrong bottle
  - how much was consumed
  - how the error occurred (brief facts)
5. Gather details from the milk providing family, if willing:
  - when milk was expressed and how it was stored and transported

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- medication use, recent infectious disease history, and cracked or bleeding nipples
6. Share known timing and handling details with the receiving family and encourage them to contact the child's physician.
  7. Report to the licensor per reporting rules and keep records of notifications and corrective action.