

<b>Date Correction Plan Due</b> 6/24/2024	<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 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, you will be given a notice of the sanction and / or penalty and your appeal rights.

<b>Name - Certified Operator / Licensed Center</b> Glendale Heights		<b>Provider Number / Facility ID Number</b> 6000566586 / 001 - 225881	
<b>Address - Facility (Street, City, State, Zip Code)</b> 2315 W Good Hope Rd Glendale WI 53209		<b>Telephone Number</b> 414-352-2551	<b>Date - Regulation Visit</b> 4/25/2024
<b>Rule/Statute Number</b> 251.04(3)(f)	<b>Noncompliance Statement</b> <b>Report - Unknown Whereabouts Or Left Premise</b> Description: The licensee failed to report to the department within 24 hours after the occurrence, an incident that occurred on 4/18/23 in which the whereabouts of two one year old toddlers were unknown. The child care workers involved in the incident failed to report the incident to anyone until one of the child care workers (Staff F) brought it to the attention of Staff A on 4/23/24. The licensee was made aware of the incident on 4/23/24 reported it to the department on 4/24/24.  Included in a Direct Forfeiture issued on January 1, 2024.  Repeat violation: Previously cited on 11/22/2023	<b>Correction Plan</b> <i>Staff made aware if they do not make office staff aware of a situation by end of day it can be grounds for termination</i>	<b>Expected Completion Date</b> <i>April 29, 24</i>
<b>1</b>			<b>Verification Date</b>

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<p>2 251.04(4)(a)2.d.  <b>Parent Notification - Child's Whereabouts Unknown</b>            Description: The center administrator failed to immediately notify the parents of two one year old toddlers after their whereabouts were unknown to the assigned provider. The incident occurred on 4/18/24 however Staff F and Staff G failed to inform the administrator of the incident until 4/23/24 when Staff F notified Staff A that the incident had occurred. The children's parents were then notified of the incident on 4/23/24.</p> <p>Repeat violation: Previously cited on 11/22/2023</p>	<p>Staff made aware if they do not make office staff aware of a situation by end of day so parents can be notified can be grounds for termination</p>	<p>April 29 2024</p>	
<p>3 251.055(1)(a)  <b>Supervision Of Children</b>            Description: Per an investigation which included interviews of staff and review of video footage, children were not supervised by a child care worker who is within the sight and sound of the children to guide behavior and activities, prevent harm, and ensure safety. On 4/18/24 two one year old toddlers walked out of the Caterpillar classroom after Staff G failed to close the gate inside the classroom and the classroom exit door when she left the classroom. The children were alone in a hallway for approximately 12 seconds per video footage.</p> <p>Included in a Direct Forfeiture issued on January 3, 2024.</p> <p>Repeat violation: Previously cited on 11/22/2023</p>	<p>Staff involved in Situation were terminated</p>	<p>April 23 2024</p>	

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4	<p>251.055(1)(f)  <b>Child Tracking Procedure</b>            Description: The center failed to 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 in the Ladybug classroom when a child who is reported to have arrived at the center on 4/25/24 at 7:00 AM was never added to the classroom tracking sheet to document her presence in the classroom.            Repeat violation: Previously cited on 11/22/2023</p>	<p>Staff were re-instructed that all children must be signed in on the classroom tracking sheet</p>	<p>April            26, 2024</p>	
5	<p>251.06(1)(b)7.  <b>Outdoor Play Space - Enclosure</b>            Description: Gaps which measured approximately 6-7 inches are observed in 2 areas under the enclosure in one of the outdoor play spaces.</p>	<p>gaps have been fixed</p>	<p>June            2024</p>	
6	<p>251.06(1)(bm)3.  <b>Outdoor Play Equipment - Construction, Condition</b>            Description: The plexiglass painting surface on a finger painting board in the outdoor play space is cracked and scratched.</p>	<p>Equipment was removed</p>	<p>May            2024</p>	

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7	<p>251.06(2)(a)  <b>Potential Source Of Harm On Premises</b>            Description: A cord from a window air conditioning unit is accessible to children on a ledge next to a crib in the Ladybug classroom. Accessible to children in the outdoor play space is a large metal umbrella with a base. The base is not filled in accordance with manufacturer instructions and the umbrella and attached base has fallen over and is lying on the playground. The umbrella portion is broken resulting in sharp metal pieces protruding up which are accessible to children.            Repeat violation: Previously cited on 5/20/2022</p>	Cord was zipped tied, out of reach of crib area	April 26, 24
8	<p>251.06(2)(b)  <b>Electrical Or Hot Surface Protection</b>            Description: Two unprotected outlets are observed in the infant nap area in the Ladybug classroom.</p>	Outlet covers were replaced	April 26, 2024
9	<p>251.06(4)(a)  <b>Fire Extinguishers - Operable, Inspected, Labeled</b>            Description: A fire extinguisher observed in one of the gross motor rooms has not been inspected within the last year as required and the needle indicates the fire extinguisher needs to be recharged.</p>	Fire extinguisher was replaced	June 2024

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10	<p><b>251.07(6)(f)1.a.</b></p> <p><b>Medication Administration - Parent Authorization</b></p> <p>Description: A blanket authorization spanning a period of 6 months to administer Infant Tylenol for fussiness is on file for an infant. Blanket authorizations that exceed the length of time specified on the bottle are prohibited.</p>	<p>Review of medical policy with classroom staff checking length of time medicine can be authorized noting authorization can not exceed length of time on medicine bottle</p>	<p>May 1, 2024</p>	
11	<p><b>251.09(3)(a)2.</b></p> <p><b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b></p> <p>Description: Multiple infant bottles brought from home observed in the refrigerator in the Bunny classroom are not dated as required.</p> <p>Repeat violation: Previously cited on 5/12/2023</p>	<p>Staff will be re-instructed to label all food/bottles as children arrive from home</p>	<p>May 1, 2024</p>	

**NAME - Agency Worker**  
 Maureen Slatten, Kristin Keck

Date Issued  
 6/7/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

Date Signed  
 5/21/24