

Date Correction Plan Due 8/14/2024	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)(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 Glendale Heights		Provider Number / Facility ID Number 6000566586 / 001 - 225881		
Address - Facility (Street, City, State, Zip Code) 2315 W Good Hope Rd Glendale WI 53209		Telephone Number 414-352-2551	Date - Regulation Visit 7/1/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: On 6/26/24, per review of video footage & per the report of staff a 9 year old was left alone in a hallway & bathroom for at least 12 minutes. The child is seen on video waving his arms in an attempt to alert his classroom that he was being left in the hallway however Staff B does not notice he is being left behind & is unaware he has been left until alerted by office staff at least 12 minutes later. Staff B observed on video entering her classroom & closing door while children remain in hallway. Direct Forfeiture Assessed 1/4/24. Included in an Order/Direct Forfeiture issued on 6/7/24. Repeat violation: Previously cited on 5/9/2024, 4/25/2024, 11/22/2023	ALL staff have been retrained on tracking procedures and supervision policies. Training was in groups of 1-3 people and staff have signed off that they understand the policies and procedures. All new staff will continue to be trained. All staff will be retrained once a year or as needed. A staff person will be assigned to each hallway a portion of each day to ensure that policies and procedures are being followed. Staff B was terminated.	7/23/24	

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2	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: On 6/26/24 per review of video footage & staff interviews Staff B fails to have a list of the names of the 7 children in her care & fails to track the children when leaving the building & again when taking a different group of children back inside the building. Staff A has an inaccurate list of the children in his care.</p> <p>On 7/1/24 licensors observe a group of children arriving at the center via school bus being walked to the Raccoon classroom without the use of any method of tracking.</p> <p>Direct Forfeiture Assessed on January 1, 2024. Included in an Order/Direct Forfeiture issued on 6/7/24.</p> <p>Repeat violation: Previously cited on 5/9/2024, 4/25/2024, 11/22/2023</p>	<p>All staff have been retrained on tracking procedures. Training was done in groups of 1-3 people employees and staff signed off that they understood the procedures.</p> <p>New staff will continue to be trained on tracking procedures. All staff will be retrained yearly or as needed.</p> <p>A staff person will be assigned a portion of each day at the end of each hallway to ensure the tracking procedures are followed.</p> <p>All staff will take a State approved Tracking and Supervision course within 45 days.</p>	7/23/24	
3	<p>251.055(2)(L) Staff-To-Child Ratios - Non-Classroom Duties</p> <p>Description: Staff B was not free of non-classroom duties when counted in meeting the staff-to-child ratios. Staff B was alone caring for a group of 7 children during which time she did a load of laundry consisting of children's swimwear and towels and kept the 7 children from going outside with the rest of the classroom so they could all clean the classroom per observation of video footage and per the report of Staff A.</p>	<p>Staff have been instructed to call the office if they need non-classroom duties completed unless they are in ratio if 1 teacher leaves the room.</p>	7/23/24	

8/11/24

NAME - Agency Worker
 Maureen Slatten, Sara Cooney

Date Issued
 7/29/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Cheryl Peters