

<b>Date Correction Plan Due</b> 3/7/2024	<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 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> Lifeways Early Childhood Center		<b>Provider Number / Facility ID Number</b> 8000566168 / 002 - 1005828		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3224 N Gordon Pl Milwaukee WI 53212		<b>Telephone Number</b> 414-562-0818	<b>Date - Regulation Visit</b> 2/21/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(4)(a)2.c. <b>Parent Notification - Injury, Consumption Of Allergen, Incorrect Medication</b>  Description: Documentation of parent being notified of documented head injuries at pick up were observed. Parent needs to be notified immediately.	Print regulations for Medical Log and distribute to all staff.  Include instructions for Medical Log entries on inside cover of each logbook.  Discuss Medical Log procedure at next staff meeting.	3/12/2024	
2	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: There was missing information on the child enrollment form for Child 1, 2 & 3.  Repeat violation: Previously cited on 3/17/2023, 3/23/2022	Examine all files for omissions and correct incomplete files.	3/4/2024	

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3	<p>251.04(6)(a)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b></p> <p>Description: There was no documentation of a current child health exam for Child 4.</p> <p>Repeat violation: Previously cited on 3/17/2023</p>	All parents who need to update their child's Child Health Report were contacted on 2/19/2024. Follow up with those who have not submitted forms within 14 days.	Child #4's health report was submitted and filed on 2/22/2024.	
4	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: There was no documentation of a Staff Health report for Staff A.</p>	Staff A has been notified and will submit their complete staff health report in a timely manner.	3/21/2024	
5	<p>251.07(6)(dm)2. <b>Medical Log - Pages &amp; Entries</b></p> <p>Description: Four lines were skipped in the brown medical log on page 30. There was an entry that was not initialed or signed.</p>	<p>Print regulations for Medical Log and distribute to all staff.</p> <p>Include instructions for Medical Log entries on inside cover of each logbook.</p> <p>Discuss Medical Log procedure at next staff meeting.</p>	3/12/2024	
6	<p>251.07(6)(dm)3.b. <b>Medical Log - Injury In Care</b></p> <p>Description: Several entries in medical log books did not include the time the injury occurred. Several entries did not include staff response.</p>	<p>Print regulations for Medical Log and distribute to all staff.</p> <p>Include instructions for Medical Log entries on inside cover of each logbook.</p> <p>Discuss Medical Log procedure at next staff meeting.</p>	3/12/2024	

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7	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: Medical log books are not reviewed every 6 months. Last review was March of 2023.  Repeat violation: Previously cited on 3/17/2023	Director to review medical log immediately and mark calendar/set reminders to review log every 6 month.	2/22/2024	

**NAME - Agency Worker**  
Rhonda Brueggemann, Colleen Hanser

Date Issued  
2/21/2024

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

*Jaimie Stugara*

Date Signed  
electronically signed 2/22/2024