

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

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)(f) 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
Highland Community School
Provider Number / Facility ID Number
9000580989 / 001 - 1010436

Address - Facility (Street, City, State, Zip Code)
1706 W Highland Ave Milwaukee WI 532331132

Telephone Number
414-342-1412

Date - Regulation Visit
7/10/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.055(1)(a) Supervision Of Children</p> <p>Description: Close supervision was not maintained when a 5 year old child was left unattended outside in rain for 28 minutes.</p>	<p>1. Staff will do a sweep of the playground before going inside the building. 2. Name to Face on the Procare app will be done either at the door before coming inside the building or in the hallway before moving to classroom. 3. Staff will do a Name/Face tracking every 2 hours and before/after transitions out of the classroom. 4. Name/face tracking will also be held before leaving for a field trip, once they arrive at the field trip site, before leaving the field trip site and once they return to the building.</p>	07/08/2024	
<p>2 251.055(1)(f) Child Tracking Procedure</p> <p>Description: The tracking procedure was not implemented when child care workers did not do a head count when coming inside from playing outside. A head count was not conducted when the group returned to the classroom. This resulted in a 5 year old being left outside for 28 minutes.</p>	<p>1. Name to Face on the Procare app will be done either at the door before coming inside the building or in the hallway before moving to classroom. 2. Staff will do a Name/Face tracking every 2 hours and before/after transitions out of the classroom. 3. Name/face tracking will also be held before leaving for a field trip, once they arrive at the field trip site, before leaving the field trip site and once they return to the building. 4. Admin will run a report twice a day to ensure the name/face is being done with fidelity for all classrooms. 5. Admin will make announcements over the walkie talkie to remind staff to do name/face tracking for all students.</p>	07/08/2024	

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Expected
Completion Date

Verification
Date

NAME - Agency Worker
Colleen Hanser

Date Issued
7/12/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

7/15/24