

Date Correction Plan Due 10/20/2021	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 Tiny Green Trees Nature Based Childcare Center - Facility (Street, City, State, Zip Code) 921 N 49Th St Milwaukee WI 532083017		Provider Number / Facility ID Number 2000588022 / 002 - 2005199	
Telephone Number 414-339-7717		Date - Regulation Visit 9/23/2021	
Rule/Statute Number 251.04(2)(m) Noncompliance Statement Health, Safety & Welfare Of Children Description: The Center self-reported, via email, that an infant was fed another child's bottle of breast milk on September 23, 2021.	Correction Plan see attachment	Expected Completion Date 10-19-21 + contin. training	Verification Date

NAME - Certification Worker / Licensing Specialist
Rhonda Brueggemann

Date Issued
10/6/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Correction plan

- Each classroom will have an updated chart with each child's name, milk type, oz served and times served posted.
- On Monday 10/11/21, infant and toddler care was a main focus at our staff in-service day. We went over, in depth, proper diaper changing procedures, bottling procedures, and safe sleep for infants. We have also updated our training checklist for new hires, that covers these topics as well, to be completed within a new staff members' first 3 days. These topics will also be reviewed again in the employee's third month with us, as part of their TGT mentorship program, along with continuous check-ins from lead teachers and administration.
- Part of this training is the proper labeling and storage of milk. All milk brought in or made on site will be labeled with the child's name, date, ounce size, and time it was prepped(warmed). Prior to serving a bottle, the teacher needs to complete a "face to name" check, making sure the name on the bottle matches the child. We are also working on headshots for each child that would be used for further labeling in the classroom.
- Along with all the postings, our teachers are made aware of the communication that needs to be taking place when a new staff member is in their classroom or when they are being relieved for a break. We also have "communication notebooks" in each classroom, that allow teachers to continue to document updates in their classrooms and catalog any necessary information regarding the rhythms and routines of their classrooms. These books are accessible to all staff members, and anyone entering the classroom for the first time or for the first time in a while is to read them as a refresher.