

Date Correction Plan Due 4/9/2024	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 Kindercare Learning Ctrs-3 Mile Rd		Provider Number / Facility ID Number 0000555710 / 004 - 225146		
Address - Facility (Street, City, State, Zip Code) 700 3 Mile Rd Racine WI 534023090		Telephone Number 262-639-8889	Date - Regulation Visit 2/26/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a) Staff Record - Maintenance & Availability Description: A staff person working in an administrative role did not have a file available for review.	Staff member was temporarily helping while manager was out of building. All new staff will complete file on first day of employment.	Ongoing	
2	251.05(2)(a)2. Staff Record - Completed Background Check Description: A staff person working in the center with access to children did not have documentation of a completed background check available for review, either paper or electronic. Repeat violation: Previously cited on 2/20/2024, 11/21/2022	2/20 citation was for an administrative individual that does not work in our building. Staff person was sent for fingerprinting next day. All new staff will be sent on first day to be fingerprinted.	Ongoing	

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.

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3	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff hours were not accurate on 2/20/24 when staff had not signed out of the Infant B room, the combined Todd B and C room, the DPS room, the PreK/SA combined room, and the SA/PreK PM combined room. On 2/21/24, a staff person had not signed out of the Infant B room.</p> <p>Repeat violation: Previously cited on 10/17/2023, 2/2/2023</p>	<p>all center staff were re-trained on child supervision records and proper record-keeping for staff hours. Managers will sign off on accurate CSRs twice daily.</p>	<p>4-11-24 Ongoing</p>	
4	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: A review of tracking showed tracking was not implemented in multiple rooms on 2/20 when children being moved to a different room were not signed out of the previous room, and children were not signed out when they left the center.</p> <p>Repeat violation: Previously cited on 9/27/2022</p>	<p>All center staff were re-trained on CSRs and transitioning children. Managers will sign off on accurate CSRs twice daily.</p>	<p>4-11-24 ongoing</p>	
5	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: Staff to child ratios were not met on 2/20/24 in the Todd B room when seven 2 year old children were with one staff person from 8:41 a.m. to 8:54 a.m.</p> <p>Repeat violation: Previously cited on 5/26/2023</p>	<p>All center staff were re-trained on proper communication regarding maintaining ratios. Managers will be available to assist in maintaining ratios.</p>	<p>4-11-24 ongoing</p>	

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6	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: The mixed age group ratio was exceeded in the Todd A room on 2/20/24 when the numerical weight of the group was 2.08 from 8:28 a.m. to 8:56 a.m., requiring two groups.	All center staff were retrained on proper communication regarding maintaining ratios and group sizes. Managers will be available to assist in helping w/ratio.	4.11.24 ongoing
7	251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size Description: The maximum group size allowed for a mixed age group including children under the age of two was exceeded on 2/20/24 when the Todd A room consisted of 9 children, seven children under the age of two.	All center staff were retrained on proper communication maintaining group sized. Managers will remain available to give guidance w/ratios & group sizes.	4.11.24 ongoing

NAME - Agency Worker
Cindy Matuszak

Date Issued
3/26/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

4.12.24