

<b>Date Correction Plan Due</b> 6/5/2024	<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> Kindercare Learning Ctrs-Forest Hm		<b>Provider Number / Facility ID Number</b> 0000555710 / 021 - 220269		
<b>Address - Facility (Street, City, State, Zip Code)</b> 8650 W Forest Home Ave Greenfield WI 532283420		<b>Telephone Number</b> 414-425-1943	<b>Date - Regulation Visit</b> 4/24/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff hours were not accurate in the todd A room and the infant room when a staff person had not signed out in both rooms.  An Order/Forfeiture was issued for this violation on April 1, 2024.  Repeat violation: Previously cited on 3/13/2024, 11/29/2023, 10/19/2022	management will sign off 3 Audit CSR 3 times daily DL audit CSR each visit Quarterly company CSR audit CSR training 3/13 coaching (documented) for teachers who don't sign in or out	Ongoing  ongoing  ongoing	
2	251.055(1)(c) <b>Supervision - Opening &amp; Closing Hours</b>  Description: An assistant teacher who had not completed a qualifying course was providing sole supervision during nap time in the Preschool/PreK room.	modified schedules to ensure assistant teachers are not left alone.	Ongoing	

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3	251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b>  Description: Diaper ointments labeled "keep out of reach of children" were accessible to children in an open lower cupboard in the Todd A room.  A warning letter was issued for this violation on May 24, 2023.  Repeat violation: Previously cited on 5/12/2023	Re-trained staff on 4-25-24 Cabinet fixed 4-29-24	4-25-24	
4	251.06(9)(d)2.a. <b>Food Storage - Dry Food</b>  Description: An opened container of cereal was not labeled and stored in a sealed container. A opened package of sugar was not labeled. A second opened container of cereal was not labeled.	management checks daily added to cleaning check list.	Ongoing	
5	251.07(3)(a)2. <b>Indoor Equipment - Construction, Condition</b>  Description: A cupboard in the Todd A room had a broken, detached door.	Door was fixed	4-29-24	

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6	251.07(4)(cm) <b>Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older</b>  Description: Children napping in the Todd B room were placed on cots closer than two feet apart.	ensured all classrooms have a cot chart with cots two feet apart or more.	4-29-24	
7	251.07(6)(dm)2. <b>Medical Log - Pages &amp; Entries</b>  Description: An entry in the medical log book was not signed and a line was skipped.	Re-trained all teachers on medical log process have teachers bring medical log book along with incident report to make sure it is done properly.	4-29-24	
8	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: A medical log book did not have documentation of having been reviewed in the previous six months.	Calendar tab to remind leadership to check the medical log book.	Ongoing	
9	251.08(4)(b) <b>Driver Orientation - Requirement</b>  Description: Staff F's driver orientation was expired when it was completed more than one year prior.  A warning letter was issued for this violation on May 24, 2023.  Repeat violation: Previously cited on 5/12/2023	Audited all bus forms.	5-30-24	

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10 251.09(1)(e) <b>Infant &amp; Toddler - Provider Training</b>  Description: Staff E, working with infants & toddlers for more than six months, did not have documentation of having completed department approved training in infant & toddler care.	Teacher will complete training 6-14-24 Other infant teachers were audited.	6-14-24	
11 251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Two bottles in the infant room were not dated.  An order was issued for this violation on December 7, 2023.  Repeat violation: Previously cited on 11/29/2023, 10/19/2022	Reviewed with teachers, discussed with parents about the process to ensure bottles will be labeled. Daily checks	4-29-24 4-29-24 ongoing	

NAME - Agency Worker  
Cindy Matuszak

Date Issued  
5/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Jatche Sen*

Date Signed

5-30-24