

Date Correction Plan Due 3/17/2025	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-Calhoun		Provider Number / Facility ID Number 0000555710 / 007 - 220259		
Address - Facility (Street, City, State, Zip Code) 4080 N Calhoun Rd Brookfield WI 53005		Telephone Number 262-783-4199	Date - Regulation Visit 2/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(L) Report - Construction Or Remodeling Description: The center failed to report to the department any construction or remodeling on the premise that has the potential to affect an area accessible to children or a condition of the license. Notification shall be provided in writing before the contraction or remodeling begins On the day of the monitoring visit, Infant room C was observed to not be in use due to the center adding new changing table. The department was not notified of this as required.	Will make sure this is done in the near future	2/13/25	
2	251.04(6)(a)1. Child Record - Enrollment Information Description: The enrollment form for Child 1 lacked emergency contact information when a parent cannot be reached.	Parent updated the form 2/14/25	2/14/25	

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3	<p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: The health history information on file for Child 1 and Child 3 is incomplete. Child 1, identified to have a food allergy and Child 3, identified by staff to have asthma, do not have box checked and the corresponding questions (#2-#8) are not answered.</p>	Make sure these were updated by family	2/14/25	
4	<p>251.04(6)(a)8.a. Child Record - Physical Exam - Under 2</p> <p>Description: There is no record for Child 1, 2, 3, and 4 of having a physical examination upon licensing in the past 6 months.</p>	Paperwork was updated by family.	2/14/25	
5	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff B, C E, and H do not have all of the required personal information on file, such as position, emergency contact, and staff's education.</p> <p>Staff F does not have staff information on file.</p> <p>Repeat violation: Previously cited on 8/14/2024</p>	Staff update all required paperwork 2/14/25	2/14/25	

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6	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: The file for Staff E lacked documentation of a physical examination upon licensing review. Staff A started working in December 2024 and would have needed a completed physical within 30 days. **This was verified as corrected via email on 2/26/25**</p> <p>Repeat violation: Previously cited on 8/14/2024, 2/22/2024</p>	<p>Sent corrective email on 2/26/25</p>	2/26/25	
7	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff D I and J, identified as child care teachers, do not have documentation of a certificate from the Wisconsin Registry showing staff have met the qualifications for the position held.</p>	<p>Registry certs were update by staff</p>	2/14/25	
8	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff are not accurately documenting hours when used to meet staff-to-child ratio. On 2/10/25, staff signed into the DPS room but did not sign out.</p> <p>Repeat violation: Previously cited on 2/22/2024</p>	<p>Talked to staff about proper sign in and out of CSRS</p>	2/14/25	

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9	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff F does not have documentation of a current CPR certificate within 3 months after beginning to work with children in care.	CPR cert. Was reprinted and placed in file.	2/14/25	
10	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff F started working in the summer of 2024 and has not completed the required biennial child abuse and neglect training.	Updated training + placed in file.	2/14/25	
11	251.05(3)(f)2.b. Child Care Teacher - High School Or Equivalent Description: At the time of the monitoring visit, Staff C, D, I, and J do not have documentation of a high school diploma or its equivalent on file.	All staff have given diplomas + they were placed in files.	2/14/25	
12	251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Staff F, identified as the meal prep personnel, does not have documentation of completing at least 4 hours of training in kitchen sanitation, food handling, and nutrition.	Ordered training for teacher + director	2/14/25	

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13	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff F does not have documentation of a written orientation (staff orientation checklist).	Updated form and placed in staff file.	2/14/25	
14	251.055(1)(a) Supervision Of Children Description: The center self-reported that on 2/7/25, a child was left unsupervised in the hallway. The child was not within sight and sound supervision for roughly one minute. Repeat violation: Previously cited on 5/30/2023	Teacher was coached + all steps were followed w/ licensing	2/14/25	
15	251.055(1)(c) Supervision - Opening & Closing Hours Description: On 2/7/25 and 2/13/25, Staff F who has not completed the qualifying courses was providing sole supervision in the Pre-K room during the center's opening hours.	Teacher was taken out of class only on kitchen duties	2/14/25	
16	251.06(2)(a) Potential Source Of Harm On Premises Description: In the Infant B room, boxes of baby food were stacked on the floor and in the Pre-K room, broken cots, plastic bags, and a knee scooter are accessible to children.	Removed all these things to not be accessible to children	2/14/25	

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17	251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: There is no thermometer in the Infant A and Infant B room.	Thermometers were placed in each fridge.	2/14/25	
18	251.06(9)(f)5. Food - Thawing Description: Frozen pineapple, labeled <input type="checkbox"/> do not thaw <input type="checkbox"/> or <input type="checkbox"/> place unopened bag on shelf rack, in refrigerator for 4 to 5 hours, turning over occasionally until desired firmness or partially thawed <input type="checkbox"/> was observed thawing on the kitchen counter.	will follow all manufacturer instructions for unthawing food	2/14/25	
19	251.07(6)(dm)1. Medical Log Book Description: The medical log book in the DSP room was only numbered to page 60 and in the Pre-K room, the medical log book was only numbered to page 7.	Books were numbered.	2/14/25	

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20	<p>251.07(6)(dm)3.c Medical Log - Medication Administration</p> <p>Description: A child care worker shall record in the medical log book any medication dispensed to a child, on the date the medication was dispensed. Eye drops has been administered to a child in care on 2/10/25 but it was not recorded in the medical log book. It was instead recorded on a log sheet.</p>	Had conversation w/ AD on this and how it is properly done	2/14/25	
21	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: There is no documentation that the office/DPB book was reviewed within the last 6 months; the most review date occurred on 8/2/24.</p>	Book was updated and corrected	2/14/25	
22	<p>251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information</p> <p>Description: The Under 2 intake form for Child 1 was completed but was not in the room care was being provided.</p>	Intake forms are now in all classrooms under 2	2/14/25	

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23	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff D does not have documentation on file of completing 10 hours of Infant and Toddler training within 6 months. Repeat violation: Previously cited on 8/14/2024	Class has been reordered 2/14/25	2/14/25

NAME - Agency Worker
Kristin Keck, Maureen Slatten

Date Issued
2/28/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
3/3/25