

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated April 28, 2022. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
 - Do not include confidential information, including the names of children and staff.
 - Write in concise, plain English.
 - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
 - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
 - **Email:** Kayla.Sands@wisconsin.gov or
 - **Fax:** (262) 446-7991 or
 - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES
BUREAU OF EARLY CARE REGULATION
SOUTHEASTERN REGION
141 NW BARSTOW ST
ROOM 104
WAUKESHA, WI 53188

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.

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.

Date Correction Plan Due 5/13/2022	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-Sunset Dr		Provider Number / Facility ID Number 0000555710 / 011 - 220263	
Address - Facility (Street, City, State, Zip Code) 125 E Sunset Dr Waukesha WI 53189		Telephone Number 262-542-6994	Date - Regulation Visit 4/14/2022

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: The file for Child 4 lacked an updated physical examinations upon review. Child is under the age of two (2) and requires an updated physical every six (6) months, the last documented examination was September 2021.	Receive updated Health Report form from family. Do monthly child file audits to ensure paperwork stays updated.	5.12.22	
2	251.05(2)(a)1. Staff Record - Personal Information Description: The files for Staff A and Staff B lacked complete staff record forms upon licensing review. Forms lacked information in Section B, pertaining to position at hire, use within ratio, and work with infants and toddlers. Repeat violation: Previously cited on 8/5/2020	Completed forms for staff. Upon hire, ensure forms are properly filled out and updated as staff qualifications change.	5.12.22	

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3 251.05(2)(a)3.a. Staff Record - Physical Examination Description: The files for Staff B and Staff C lacked complete physical examinations upon review. Repeat violation: Previously cited on 8/5/2020	Schedule physicals for teachers that need health form. Ensure upon hire that physicals are complete during their first week of employment.	5.17.22	
4 251.05(4)(a)7. Staff Orientation - Job Responsibilities Description: The files for Staff B and Staff C lacked complete orientations for staff's current position and job responsibilities. Repeat violation: Previously cited on 4/6/2021	Orientations completed. Ensure new employee checklists are complete on first day.	4.15.22	
5 251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: A garbage container, located in the center kitchen with food residue inside, lacked a cover.	Cover has been placed on garbage bin and will remain on bin.	4.15.22	
6 251.06(9)(a)2. Kitchen Equipment & Utensils - Safe & Sanitary Description: Kitchen equipment was not maintained in a clean and sanitary condition at the time of licensing visit. Dried and spilled food residue was observed on the bottom of the center freezer and refrigerator.	Refrigerator and freezer deep cleaned and will be deep cleaned on a weekly basis.	4.15.22	

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NAME - Certification Worker / Licensing Specialist Kayla Sands	Date Issued 4/28/2022
SIGNATURE - Certified Operator or Designee / Licensee or Designee	
	Date Signed