

Date Correction Plan Due 6/27/2023	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 5/25/2023
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(2)(a)1. Staff Record - Personal Information Description: The file for Staff A lacked a complete staff record form upon licensing review. Form lacked information in Section B, pertaining to use within ratio. Repeat violation: Previously cited on 4/14/2022	* Review & update staff files w/ DL sign off * Monthly review of staff files	- 7/11/23 - ongoing	
2 251.05(2)(a)3.a. Staff Record - Physical Examination Description: The file for Staff A lacked documentation of a physical examination indicating the person is free from illnesses detrimental to children and physically able to work with young children. Staff A has been employed since January 2023. Repeat violation: Previously cited on 2/23/2023, 4/14/2022	* Review & update staff files w/ DL sign off * Monthly review of staff files * Staff Physicals completed - 4/28/23 * additional appt scheduled for new hire	- 7/11/23 - ongoing - 8/15/23	

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3 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: The files for Staff B and Staff C lacked certificates from the Wisconsin Registry documenting the person has met the educational qualifications for the position. Both staff were noted to be working as teachers. Repeat violation: Previously cited on 2/23/2023	* Review & update staff files w/ DL verification * Monthly Audits * All documentation uploaded to registry	7/11/23 ongoing 6/5/23	
4 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Center lacked accurate documentation of staff days and hours worked, and in which classroom, when used to meet staff-to-child ratios. Staff was not present in a classroom but was signed into the room. Repeat violation: Previously cited on 8/25/2022	* Retrained staff on child supervision records * 2 times Daily CSR management verification	5/23/23 ongoing	
5 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: An assistance child care teacher was not working under the supervision of a child care teacher upon licensing investigation.	* Retrain entire staff on Supervision & qualifications	5/23/23	

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6 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: The file for Staff A lacked documentation of a complete orientation within staff's first week at the center.	* Review & Update staff files w/ DL sign off * Monthly review of staff files	7/11/23 ongoing	
7 251.05(4)(a)7. Staff Orientation - Job Responsibilities Description: The files for Staff B and Staff C lacked documentation of accurate orientations for job responsibilities. Both staff were stated to be, and working as teachers during licensing visit. Staff orientations were noted as Assistance Teachers. A Notice of Order was issued March 14, 2023. Repeat violation: Previously cited on 2/23/2023, 4/14/2022	* Review & Update staff files w/ DL sign off * Monthly review of staff files	7/11/23 ongoing	
8 251.055(1)(a) Supervision Of Children Description: Children were not within sight and sound supervision of a child care worker to guide behaviors and ensure safety, upon review. A staff member left four children, under the age of two, in a classroom alone with the door closed. Children were estimated to have been left for less than 30 seconds before an additional staff member arrived in the room. A Forfeiture was issued August 11, 2021; A Direct Forfeiture was issued December 23, 2021. Repeat violation: Previously cited on 12/6/2021, 7/22/2021	* Retrain staff on active child supervision	5/23/23	

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9	251.09(1)(e) Infant & Toddler - Provider Training Description: The file for Staff B lacked documentation of a minimum of 10 hours of training in infant and toddler care, approved by the department. Staff has been working in the position for longer than six months.	*staff to complete infant/toddler credentials	Submitted 6/18/23
			Verification Date

NAME - Agency Worker
Kayla Sands

Date Issued
6/13/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

6/30/23