

**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 December 15, 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:** Cindy.Matuszak@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.

Date Correction Plan Due 1/3/2023	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN
	TO FILE A COMPLAINT CALL 262-446-7800

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 noncompliances. 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-Loomis		Provider Number / Facility ID Number 0000555710 / 025 - 220266	
Address - Facility (Street, City, State, Zip Code) 5230 W Loomis Rd Greendale WI 531291408		Telephone Number 414-421-5510	Date - Regulation Visit 11/7/2022
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(4)(a)3. Parent Notification - Minor Injury Description: On 10/28/2022, a parent was not notified of a minor injury sustained by her child. The parent sought out staff for an explanation of the injury.	Staff re-trained on Incident reporting and Mandated reporter. Given copy of family handbook so they know what families expect from us.	11/2/2022
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B did not have documentation of a physical exam on file. Repeat violation: Previously cited on 8/15/2022	staff last day on 12/23/2022.	12/23/22

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Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: A review of attendance records for the Toddler A room on October 28, 2022 showed staff hours were not accurate when four staff had not signed out. Repeat violation: Previously cited on 5/28/2021	CD checking CSEs 3x daily. Staff re-trained on signing in and out of classroom.	12/19/2022	
4 251.055(1)(a) Supervision Of Children Description: On October 28, 2022, children in the toddler A room were not supervised to prevent harm and ensure safety when a child received minor injuries and staff were unsure when the injuries occurred.	Staff were trained on proper placement to have proper supervision. Re-trained on mandated reporter.	11/2/2022	
5 251.055(2)(d) Mixed Age Group With Children Under Age 2 - Group Size Description: On 10/28/22, the toddler A room exceeded the maximum group sizes allowed when 9 children were in care from 8:17 a.m. to 8:30 a.m.. The group consisted of 8 children who were under the age of two, and 1 child who was two years of age.	Brought in another staff earlier to support group size in mornings.	11/2/2022	

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6	251.07(6)(dm)3.b. Medical Log - Injury In Care Description: All injuries were not documented in the medical log book on the day the injury occurred. Repeat violation: Previously cited on 5/9/2022	Trained staff on how and when to document in incident log book.	11/2/2022

NAME - Agency Worker Cindy Matuszak	Date Issued 12/15/2022
SIGNATURE  Certified Operator or Designee / Licensee or Designee	Date Signed 12/19/2022