

Date Correction Plan Due 1/1/2025	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)(f) 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 St Francis Children's Center		Provider Number / Facility ID Number 7000560387 / 001 - 220452		
Address - Facility (Street, City, State, Zip Code) 6700 N Port Washington Rd Glendale WI 532173919		Telephone Number 414-351-0450	Date - Regulation Visit 12/16/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The noncompliance statement dated 3/12/24 was not posted at the time of the visit.	The non compliance was posted that day	12/16/24	
2	251.055(1)(f) Child Tracking Procedure Description: The center did not follow their child tracking procedure when a group of children were outside and the childcare worker did not have accurate documentation to know the name, number and whereabouts of children.	we will have copies of the rosters in all classrooms so teachers can take an attendance sheet w/ KAs names circled wherever they go in the building	12/20/24	

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3 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: In children's cubbies there were 4 tubes of diaper cream and a special hand soap for a specific child which all state keep out of reach of children. Repeat violation: Previously cited on 3/12/2024, 8/16/2023	All diaper creams and hand soap has been moved to a locked storage unit near the bathroom	12/16/24	
4 251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: Two bottles brought from home are not labeled with a name and date.	lead teacher sent precare message reminding all families team meeting was conducted next day and all teachers were informed that they must label if parents don't.	12/17/24	

NAME - Agency Worker
Sara Cooney, Kristin Keck

Date Issued
12/18/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Jill Voras

Date Signed

12/18/2024