

Date Correction Plan Due 8/16/2023	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 Jo's Early Learning Academy		Provider Number / Facility ID Number 3000575073 / 005 - 2001802		
Address - Facility (Street, City, State, Zip Code) 4801 W North Ave Milwaukee WI 532081117		Telephone Number 312-735-1910	Date - Regulation Visit 7/25/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Child # 1 did not have documentation of an enrollment/health history form on file.	A complete audit of child file is underway. We have identified all missing documents and collecting same. A schedule will also be established for monthly audit of files.	08/30/23	
2	251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5 Description: Child #1 did not have a current health report on file.	We have identified missing documents in child file from an audit. We are collecting all missing documentation.	08/30/23	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A,B, and C did not have a physical exam or TB Test on file. Repeat violation: Previously cited on 9/22/2021	A complete audit of staff has been done. Staff has been informed of missing documents, and we are in the process of collecting them.	08/31/23	
4	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff C did not have a registry certificate on file.	Staff without registral certificate on file has been instructed to keep checking their accounts to access their certificates when accounts have been updated. A copy will be placed in staff files.	10/30/23	
5	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff D did not have documentation of Abusive Head Trauma on file.	Documents were printed out and placed in file.	08/11/23	
6	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A, B, and staff C did not have documentation of CPR on file. Repeat violation: Previously cited on 5/31/2022	An audit of staff has been taken and we have identified all individuals requiring training. Training date has been scheduled.	08/28/23	

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7	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff D did not have documentation of Child Abuse and Neglect training on file.	Missing documents has been printed and placed in file.	08/11/23
8	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: The infant room classroom and the 1-1 1/2 year old classroom did not have a qualified lead teacher in the room.	Teachers have started the necessary entry level trainings. Training will continue until all entry level training has been completed.	09/30/23
9	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book was not reviewed every six months as required. Last review was made in December 16, 2022.	All medical log books have been reviewed and dates have been scheduled for future reviews.	08/11/23

NAME - Agency Worker
Joel Marquez, Laura Taylor

Date Issued
8/2/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Melanda Adams

Date Signed

08-11-23