

Date Correction Plan Due 11/11/2021	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-786-7811
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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 Momentum Early Learning		Provider Number / Facility ID Number 4000589784 / 001 - 2004514		
Address - Facility (Street, City, State, Zip Code) W175n1103 7 Stonewood Dr Germantown WI 530224799		Telephone Number 262-415-8047	Date - Regulation Visit 10/20/2021	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(4)(f) Copy Of Rules Available Description: The center did not have copy of the licensing rules in a place accessible to the parents.	A licensing rules handbook was placed in the entrance for parents to access.	10/29/2021	
2	251.04(4)(g) Copy Of Policies Available Description: The center did not have a copy of the center's policies in a place accessible to the parents.	A Copy of the parent handbook was placed in the entrance for parents to access.	10/29/2021	

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3	251.04(6)(a)6m. Child Record - Immunization History Description: There were no immunization records on file for Child F.	All children will have immunization records in their files within 30 days of enrollment.	10/31/2021	
4	251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Staff members A and C did not have the child abuse and neglect training on file for review.	Employees will complete CAN training on first day of employment and every two years following.	10/31/2021	
5	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff member B did not have a health report on file for review.	Each employee will have a health report completed within 30 days of hire.	12/31/2021	
6	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff member b did not have the educational qualifications for the position held on file for review.	All employees will have education qualifications in their staff file.	12/31/2021	

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7	251.05(2)(a)7. Staff Record - Continuing Education Description: Staff member B did not have the required continuing education hours on file for review.	All staff will have continuing education monitored to have required amount completed.	10/31/2021	
8	251.05(3)(b) Shaken Baby Syndrome Prevention Training Description: Staff member B did not have the shaking baby prevention training on file for review.	Staff will complete AHT training on their first day of hire.	12/31/2021	
9	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff member A did not have a current CPR certificate on file for review. Staff member B did not have a current CPR certificate on file for review.	Staff will have CPR up to date every two years.	12/31/2021	

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10	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Staff member A did not have the required continuing education hours on file for review. Staff member B did not have the required continuing education hours on file for review. Staff member C did not have the required continuing education hours on file for review.	All Staff will be monitored to ensure continuing education requirements are met.	12/31/2021	
11	251.09(1)(am) Infant & Toddler - Intake Information Description: The intake forms for child A and child B were not updated every three months.	Intake forms will be updated every 3 months.	12/31/2021	
12	251.09(1)(e) Infant & Toddler - Provider Training Description: Staff member B did not have the required 10 hours infant and toddler training information on file.	Staff will take infant and toddler training within 6 months of hire.	12/31/2021	
13	251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: The surface of a changing table in the infant room had cracks on it that would prevent proper cleaning.	Changing table was repaired.	10/21/2021	

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NAME - Certification Worker / Licensing Specialist
Gloribel Tegen

Date Issued
10/28/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

DCF-F-CFS0294-E (R,06/2011)

11/10/2021