

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
7/8/2025

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 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

Provider Number / Facility ID Number

Mhs West Preschool-Daycare

3000590773 / 001 - 2005914

Address - Facility (Street, City, State, Zip Code)
19120 Spring St Union Grove WI 531829602

Telephone Number
262-864-2065

Date - Regulation Visit
6/5/2025

| Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
|---|---|-----------------------------|----------------------|
| <p>1 251.04(6)(a)1. Child Record - Enrollment Information Description: Enrollment information on file for Child #3 is incomplete. Physician/medical facility information is missing.</p> | <p>Went through all child files on 06/09/2025 anyone missing any forms was given until 06/13 to return otherwise case would be suspended until returned</p> | <p>06/13/2025</p> | |
| <p>2 251.04(6)(a)6. Child Record - Health History Description: Health history information on file for Child #1, #3 and #5 is incomplete. Repeat violation: Previously cited on 8/31/2023</p> | <p>Went through all child files and gave parent deadline of 06/13 to turn in any unfinished paperwork</p> | <p>06/13/2025</p> | |

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| <p>3</p> <p>251.04(6)(a)6m. Child Record - Immunization History</p> <p>Description: Documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144 is not on file for Child #3 who has attended the center since 2/11/25.</p> | <p>Gave parent Deadline of 06/13/2025 to return missing Forms</p> | 06/13/2025 | |
| <p>4</p> <p>251.04(6)(a)8.b. Child Record - Physical Exam - Over 2, Under 5</p> <p>Description: Child #3 (age 4), who has attended the center since 2/11/25, does not have on file an initial health examination not more than one year prior to nor later than 3 months after being admitted to a center.</p> | <p>Gave parent Deadline of 06/13/2025 to return missing Forms</p> | 06/13/2025 | |
| <p>5</p> <p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of the days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio is not always accurate. For example, Staff E is alone meeting staff-to-child ratio in the infant room but is not signed in, the 3 and 4 year old rooms have combined in the Green room with 2 teachers but the staff hours reflect one of them working in a separate classroom, Staff A is not signed in as meeting staff to child ratio in the toddler room, Staff B is meeting ratio in the toddler classroom but is signed into the Red room.</p> | <p>Starting new sign in system starting 07/07 All children in classroom will be signed in and out on one Roster. Staff will also start signing in and out on Rosters. I will monitor to make sure staff are not forgetting.</p> | 07/07/2025 | |

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| <p>6 251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: The most recent Child Abuse & Neglect training completed by Staff D expired on 10/14/24. Repeat violation: Previously cited on 5/2/2024</p> | <p>The Child Abuse and neglect training was on Learning Record in Staff member's file dated 12/20/2023. Will do training at next staff meeting so everyone has physical certificates</p> | <p>06/09/2025</p> | |
| <p>7 251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Documentation of the Staff Orientation forms on file for Staff A, B, and C are incomplete. The orientation forms do not contain the names of the employees and the top section has been left blank. Not all items have been completed on the policy/procedure section of the orientation forms.</p> | <p>Went through all staff files on 06/09 and fixed all blank spots</p> | <p>06/09/2025</p> | |
| <p>8 251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: Two fans with long cords are accessible to children on the floor in a classroom, cords are accessible to children on the floor in the toddler classroom. A toaster is stored on top of a water machine in a classroom; the cord from the toaster is hanging down and accessible to children. Plastic bags and vinyl gloves are accessible to children. A 6 month old infant is observed sleeping on the upper level stack crib without the side being up. Repeat violation: Previously cited on 8/31/2023</p> | <p>Fans removed immediately, water machine moved on 06/09, Toaster moved to top of side on 06/09/2025. Plastic bags and gloves moved out of reach of children 06/05/2025. All staff talked to about putting about putting sides up on cribs 06/06/2025</p> | <p>06/09/2025</p> | |

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| 9 251.06(2)(b) Electrical Or Hot Surface Protection Description: Unprotected outlets are observed in a surge protector on the floor in the toddler classroom. | All outlet covers in center checked and fixed. Discussed with all teachers about importance of outlet covers | 06/23/2025 | |
| 10 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: A large tub of commercial disinfecting wipes is accessible to children on the floor under a chair next to the toilet in the bathroom inside the Red classroom. The tub states "KEEP OUT OF REACH OF CHILDREN. CAUTION." Repeat violation: Previously cited on 11/8/2024, 8/31/2023 | Disinfectant wipes removed from room on 06/05. No longer allowed in classrooms. All disinfectant wipes are required to be stored in storage room | 06/05/2025 | |
| 11 251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: An area of the drywall near the toilet in the bathroom in the Red classroom is cracked, peeling and deteriorated resulting in a hole in the wall. | Contacting contractor to fix wall in bathroom. We will temporarily fix by putting a poster over the point so it can't be touched | 09/2025 | |
| 12 251.06(9)(a)5. Kitchen - Single-Service Utensils Description: Single service utensils observed in classrooms are not covered. | All utensils were put in ziplock bags on 06/06/2025. Staff were instructed to do so going forward | 06/06/2025 | |

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| 13 | <p>251.07(5)(a)6. Menus - Changes</p> <p>Description: The menu states "English Muffins, Bananas, Milk" were served for breakfast. Per the report of staff, waffles, milk and strawberries were served. The changes to the menu were not recorded on the copies of the menu kept on file and posted for parents</p> | <p>Discussed with staff member who hands out Breakfast to make sure she is changing it on menus if menu items are changed</p> | <p>06/23/2025</p> | |
| 14 | <p>251.07(6)(dm)3.c Medical Log - Medication Administration</p> <p>Description: An entry in one of the center medical log books indicates that on 5/7/25 "aspirin" was administered to a child in care. The medical log entry does not state the dose that was administered.</p> | <p>On 06/23/2025 Discussed with all staff about importance of writing dose given in medical log book</p> | <p>06/23/2025</p> | |
| 15 | <p>251.07(6)(f)1.a. Medication Administration - Parent Authorization</p> <p>Description: Medication forms on file for multiple children are incomplete. For example, a form to administer aspirin to a child does not identify the times to administer the aspirin or an authorization end date and instead states "indefinitely." A medication authorization form on file to administer a child an inhaler twice daily does not contain a start date. A medication authorization on file to administer a child Crajel and Ibuprofen does not specify a dose for the Ibuprofen and instead states "MAX 1.875 ml" and does not contain a start or end date or specific times to administer the items.</p> | <p>On 06/06 went through all medicine cabinets and sort home medication that was no longer needed or fixed forms with parents to make sure all information was correct</p> | <p>06/06/2025</p> | |

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| <p>16 251.07(6)(f)1.b. Medication Administration - Containers & Labeling</p> <p>Description: Per an observation of medications at the center for use by enrolled children, multiple medications are not labelled with the child's name as required.</p> | <p>On 06/06 sent home all unlabeled medications and asked parents to bring back labeled</p> | <p>06/06/2025</p> | |
| <p>17 251.07(6)(f)5. Medication Administration - As Labeled & Authorized</p> <p>Description: Per a review of a center medical log book a child was not administered a medication at the time the parent authorized. The medication administration form states a medication should be administered at 8:30 AM and 1:00 PM. Per the medical log book on 6/4/25 the medication was administered at 1:30 PM and at 8:55 AM on 6/5/25.</p> | <p>Will give parent new medication form to fill out and state specific instructions Saying give medication upon arrival can give between 8:30 to 9:00 and 1:00 to 1:30</p> | <p>06/23/2025</p> | |
| <p>18 251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information</p> <p>Description: Infant & Toddler Intake information on file for Child #6 is not on file in the room or area to which the child is assigned.</p> | <p>On 06/06 gave parent new copy to fill out and return by 06/09</p> | <p>06/09/2025</p> | |

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| 19 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Infant & Toddler information on file for Child #6 has not been updated by child care workers within the last 3 months as required. Repeat violation: Previously cited on 5/2/2024 | Parent given new copy on 06/06 and instructed to return by 06/09 | 06/09/2025 | |
| 20 251.09(3)(a)7. Infant & Toddler - Leftover Milk Or Formula Description: Used sippy cups observed in a red bin next to the toilet in the bathroom in the Red classroom have not been rinsed after use as required. | Discussed with teachers about dirty dishes. Made a designated staff member in charge of washing dishes after Breakfast | 06/09/2025 | |

NAME - Agency Worker
Maureen Slatten, Daniel Noel

Date Issued
6/20/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

06/20/2025