

Date Correction Plan Due 5/6/2024	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		Provider Number / Facility ID Number		
Ymca At Mount Calvary Lutheran School		1000558721 / 192 - 2005394		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2862 N 53Rd St Milwaukee WI 532101613		414-852-5043	4/4/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(k) License Posted & Visible Description: The child care license was not posted.	Licensing board will be displayed everyday.	5/31/23	
2	251.04(2)(L)1.a. Monitoring Results Posted Description: The most recent monitoring results were not posted.	Licensing board will be displayed everyday.	5/31/23	
3	251.04(3)(c) Report - Change In Administrator Or Center Director Description: The program did not report a change in center director within 30 days of the change.	Any change in director will be reported 40 days in advanced.	5/31/23	

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4	251.04(4)(f) Copy Of Rules Available Description: A copy of administrative code DCF 251 was not available in an area of the center were parents were likely to see it.	A copy of DCF will be placed at site	5/31/24	
5	251.04(4)(g) Copy Of Policies Available Description: A copy of the center child care policies were not in an area of the center accessible to parents.	A copy of rules will be placed at site	5/31/24	
6	251.04(6)(a) Child Record - Maintenance & Availability Description: A file was not available for children 3 and 5.	Child Files will be updated onsite.	5/31/24	
7	251.04(6)(a)1. Child Record - Enrollment Information Description: Child 1 did not have a phone number listed for a physician. Child 8 did not have a physician and physician contact information listed. Children 3 and 5 did not have enrollment information available.	Parents will be asked to update files. Any files not updated 6/1 will be removed from program.	5/31/24	

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8	251.04(6)(a)2. Child Record - Emergency Medical Consent Description: Child 3 and 5 did not have documentation on file of consent from the parent for emergency medical care or treatment.	Child files will be updated and available at site.	5/31/24	
9	251.04(6)(a)6. Child Record - Health History Description: The health history form for child 1 and 4 listed allergies but did not list additional information necessary for the care of the child, including triggers, signs or symptoms to watch for, steps a worker should follow, when to call a parent, and when the condition requires emergency medical care. Children 3 and 5 did not have health history information available.	Parents will be asked to update files. Any files not updated 6/1 will be removed from program.	5/31/24	
10	251.04(6)(a)6m. Child Record - Immunization History Description: Children 1, 2, 3, 4, and 5 did not have immunizations on file. Repeat violation: Previously cited on 1/26/2023	Parents will be asked to update files. Any files not updated 6/1 will be removed from program.	5/31/24	

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11	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A, B, and C did not have a physical exam available for review.	Staff will be required to complete health history before returning to program.	5/31/24	
12	251.05(2)(a)4.b. Staff Record - Registry Certificate - School Age Programs Description: Staff B did not have documentation of a Registry certificate on file or on the Registry web site.	Staff B will required to complete registry profile.	5/31/24	
13	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff hours were not entered on the day of the visit.	Staff will sign in and out on attendance sheets.	5/31/24	
14	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff B did not have documentation of having completed abusive head trauma training prior to working with children.	Staff will complete AHT before returning to work.	5/31/24	

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15	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff B did not have documentation of CPR training on file. The CPR training for staff C was expired. Repeat violation: Previously cited on 1/26/2023	Staff will be signed up for next available CPR course.	5/31/24	
16	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff B did not have documentation of having completed child abuse and neglect training.	Staff will be required to complete CAN training before returning to work.	5/31/24	
17	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff B did not have an orientation available for review. Staff C's orientation was dated and completed for a previous program. The background check for staff C says she started at this program on 9/5/23, but her orientation was completed 1/12/22. Repeat violation: Previously cited on 3/14/2023	Orientations will be completed and available for review.	5/31/24	
18	251.06(3)(b)1. Emergencies - Routes And Shelter Areas Posted Description: Fire evacuation routes and tornado shelter areas were not posted in the room used for care.	Licensing board will be put out daily.	5/31/24	

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19	251.06(3)(b)2. Emergencies - Practice Written Plans Description: The staff person at the center stated no fire drills have been practiced.	Licensing board will be out every day. Other staff have conducted drills each month.	5/31/24	
20	251.06(3)(b)3. Emergencies - Staff Responsibilities Description: The staff person at the center was not aware of staff duties/responsibilities in the event of a fire or tornado.	Staff works for the school and knows how to evacuate the building in emergency. All staff have reviewed emergency procedures.	5/31/24	
21	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: The center did not have a record of days and times fire and tornado drills were practiced.	Licensing board will be out every day. Drills practiced are written on board each month.	5/31/24	
22	251.06(9)(d)2.a. Food Storage - Dry Food Description: Opened cereal was not stored in food grade sealed containers and labeled.	Cereal was tossed. Food safe storage reviewed with staff.	5/31/24	

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23	251.07(1)(a) Written Program Of Activities Description: The center did not have a written program of activities available for review. A lesson plan labeled "October" was found in a binder.	Lesson plans are posted on licensing board, which will be placed out daily.	5/31/24	
24	251.07(5)(a)10. Sharing Information About Food & Other Allergies Description: The allergy list did not include a child who had documentation of a food allergy in their enrollment information.	Allergies can be found on child files. List will be updated.	5/31/24	
25	251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements Description: One of the snack components served on the day of the visit did not meet minimum USDA meal requirements. The item was "apple whirls" and the first ingredient was sugar.	Cereal was sent as a replacement for an out of stock item. Will tell distributor that it no longer can be sent as replacement item.	5/31/24	
26	251.07(5)(a)5.a. Menus - Post Description: Menus were not posted in an area accessible to parents.	Snack calendar posted on licensing board and will be available daily.	5/31/24	

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27	251.07(5)(a)5.b. Menus - Plan Description: Menus were not planned a week in advance, dated, and kept on file for 3 months.	Snack calendar for whole year is published and available on licensing board daily.	5/31/24	
28	251.07(5)(a)5.c. Menus - Available For Review Description: Menus were not available for review.	Snack calendar for whole year is published and available on licensing board daily.	5/31/24	
29	251.07(6)(c)3. Ill Child - Equipment Description: The center did not have a sheet and blanket or sleeping bag available for a child who becomes ill while in care.	Sleeping bag was inside cabinet.	5/31/24	
30	251.07(6)(dm)1. Medical Log Book Description: The medical log book was not numbered.	Med log paged numbers and reviewed by staff.	5/31/24	

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31	251.07(6)(g)7. Wet Or Soiled Clothing Description: The center did not have an available supply of clean clothing.	Extra clothing was brought to site.	5/31/24	
32	251.094(4)(b)2. School-Age Program Leader - High School Or Equivalent Description: Staff B did not have documentation of a high school diploma available for review. Repeat violation: Previously cited on 3/14/2023	Documents are now available for review.	5/31/24	
33	251.094(4)(b)3. School-Age Program Leader - Experience Description: Staff B di not have documentation of experience required for the position of school-age program leader available for review.	Documents are now available for review.	5/31/24	
34	251.094(4)(c) School-Age Program Leader - Training Description: Staff B, working as a school age program leader, did not have documentation of training available for review. Repeat violation: Previously cited on 3/14/2023	Documents are now available for review.	5/31/24	

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35	251.094(5)(c)3. School-Age Group Leader - Training Description: Staff C, listed as being a school age group leader on an orientation, did not have documentation of having completed required training within six months of assuming the position.	Documents are now available for review.	5/31/24
36	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: On the day of the visit, children were not being supervised by a qualified school age program leader or child care teacher, when the staff person supervising did not have documentation of qualifications available for review. Repeat violation: Previously cited on 3/14/2023	Documents are now available for review.	5/31/24
37	251.095(5m)(b)3. School-Age Care Modifications - Staff File Available Within 2 Hours Description: A file was not available for staff B.	Documents are now available for review.	5/31/24.

NAME - Agency Worker
Cindy Matuszak

Date Issued
4/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
5/07/2024

April Greenman