

Date Correction Plan Due 11/19/2024	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 VIP Child Care Services Lic		Provider Number / Facility ID Number 3000671953 / 001 - 1004492		
Address - Facility (Street, City, State, Zip Code) 2301-07 W Capitol Dr Milwaukee WI 53206		Telephone Number 414-871-8704	Date - Regulation Visit 10/29/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(2)(c) Current, Accurate Information</p> <p>Description: The licensee did not supply the department with accurate information when she stated a records request was given to her by the girlfriend of a father, and therefore access did not need to be given. Emails sent to the center by the father of the child were supplied by the requesting parent to the department, directly contradicting the licensee's statements.</p>	<p>On Oct. 11th, I was asked to put in writing what DCF said to me? On Oct 23rd I was asked who did I speak with at DCF? That's it. On the cc: A whole extra paragraph was added. I deleted the one line emails. If I thought I needed evidence; I would have kept and printed them. In the future I will comply with all court documents whether I agree or not.</p>	10/29/24	
2	<p>251.04(7)(b) Access To Records & Reports - Parents</p> <p>Description: The licensee did not give a parent access to their child's records when the parent requested the records.</p>	<p>Going forward, I will copy all emails from parents/Guardians and place them in the child's folder. I will comply with what I know now from licensing. If unsure of a course to take, I will make sure I speak with licensing, and not get a quick response from YoungStar, WECA, or any other childcare organization.</p>	10/29/24	

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VIP CHILD CARE
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Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
VIP Child Care Services Lic		3000571953 / 001 - 1004482		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2301-07 W Capitol Dr Milwaukee WI 53206		414-871-6704	10/29/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff A did not have documentation on file of information found in a staff record form, including name, address, date of birth, education, position, previous work experience in child care, and the name, address and telephone numbers of persons to be notified in an emergency</p>	<p>Staff A is not an employee. She has a separate job, and is not interested in becoming an employee. Going forward, I will start seeking a "substitute" or a regular staff person, to hire and their background information will be in their files.</p>	2/1/25	
4	<p>251.05(2)(a)2. Staff Record - Completed Background Check</p> <p>Description: Staff A, C and D did not have documentation of a background check either in a paper file or electronically</p>	<p>I have no employees. I plan to hire a regular employee, or substitute. Staff A, C and D will not be on the premises during regular hours for any other reasons than to drop off and pick up their children.</p>	10/29/24	
5	<p>251.05(2)(a)3 a Staff Record - Physical Examination</p> <p>Description: Staff A did not have documentation of a physical exam on file.</p>	<p>I have plans to hire a regular staff person or a substitute. When that happens, there will be documentation in the files for their yearly physicals.</p>	2/1/25	
6	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: The CPR certificate for staff B expired in August 2024. Staff A did not have a CPR certificate on file.</p> <p>Repeat violation: Previously cited on 11/2/2022</p>	<p>I emailed Staff B's updated certificate on 10/29/24. In the future I will note my calendar for updating ALL renewed certificates.</p>	10/29/24	

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Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
VIP Child Care Services LLC		3000571953 / 001 - 1004492	
Address - Facility (Street, City, State, Zip Code) 2301-07 W Capitol Dr Milwaukee WI 53208		Telephone Number 414-871-8704	Date - Regulation Visit 10/29/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
7 251.05(3)(3) Substitute - Record Of Days, Hours Worked Description: The center director did not have a record of the days and hours worked for staff A, a substitute.	When the roof is repaired, my plan is to seek additional employees and clients. If unable to find a suitable persons, and I need to leave, I will close the center until I return.	10/31/24	
8 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff A did not have documentation on file of an orientation.	When I hire a substitute or a regular staff person, I will go through the orientation process with those employees.	2/1/25	
9 251.055(1)(a) Supervision Of Children Description: During the visit children were not consistently supervised when the staff person providing care to five children left four of the children alone in a classroom when taking an infant to the infant room to change the child's diaper. Two different children's diapers were changed during the visit.	I will seek employees or a substitute who will be versed in DCF 251 rules and regulations.	2/1/25	
10 251.06(10)(dm)1 Washrooms - Sanitary Conditions Description: The toilet in bathroom next to infant room was stained and dirty.	The toilet next to the infant room is not in use because the ceiling tile fell and rain water entered. When the roof is repaired, it will be thoroughly cleaned, and opened for use. There was no human excrement in the toilet.	10/29/24	

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2301-07 W Capitol Dr Milwaukee WI 53206		414-871-6704	10/29/2024	
Rule/State Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
11	<p>251.06(2)(b) Electrical Or Hot Surface Protection</p> <p>Description: An electric outlet in the infant room was not protected by a cover</p>	<p>I have plugged the socket with a protective plug. Going forward I will weekly check sockets to make sure they have safety plugs.</p>	10/29/24	
12	<p>251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair</p> <p>Description: The premises was not maintained in good repair when water damage to the ceiling was visible in the infant room. Ceiling tile was observed to be damaged, bulging and missing pieces. Large buckets/garbage cans were placed below the opening in the ceiling to catch leaking water.</p> <p>Repeat violation Previously cited on 11/7/2023, 11/2/2022</p>	<p>The entire roof will be repaired within a couple weeks. All water issues will be addressed and eliminated.</p>	12/31/24 Weather permitting	
13	<p>251.07(5)(a)5.a Menus - Post</p> <p>Description: The posted menus were from September 2024</p>	<p>I will note my calendar throughout the year to make sure new menus are posted.</p>	10/29/24	
14	<p>251.07(6)(dm)4 Medical Log - Reviewing Injury Records</p> <p>Description: The center did not have documentation a review of the medical log book occurred within the previous six months.</p> <p>Repeat violation. Previously cited on 11/2/2022</p>	<p>I check my calendar daily to make sure I do what needs to be done that day. I will note my calendar every six months to review the medical logs.</p>	10/29/24	

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2301-07 W Capitol Dr Milwaukee WI 53206		414-871-8704	10/29/2024	
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15	251 09(1)(c) Infant & Toddler - Documenting Changes in Development Description: Changes in development were not documented for children 1 or 2.	Going forward, I will note my calendar to make sure all employees are documenting infant's development, every three months.	10/29/24	
16	251 09(2)(bm) Infant & Toddler - Sleep Position Description: Upon arrival at the center, an infant was observed sleeping in an infant swing, and an infant was observed sleeping in a car seat.	Going forward, all future employees will be versed in correct sleep positions.	10/29/24	
17	251 09(4)(a)10 Infant & Toddler - Diapering Lotions, Powders, Salves Description: Directions for the use of diaper ointments were not posted near the diaper changing area	I posted directions for diaper ointments For each child. Going forward, I will make sure updated instructions are posted.	10/29/24	
18	251 09(4)(b) Infant & Toddler - Sinks in Self-Contained Area Description: During the visit, three children under the age two were being cared for in a room that did not have a sink	Going forward I will start looking for a substitute, or hire a regular staff person that understands DCF 251 rules.	2/1/25	

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NAME - Agency Worker
Cindy Matuszak

Date Issued
11/14/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

12/20/24