

Date Correction Plan Due 11/17/2023	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 Mary Linsmeier School-Brookfield		Provider Number / Facility ID Number 8000557958 / 037 - 1011224		
Address - Facility (Street, City, State, Zip Code) 2950 N Brookfield Rd Brookfield WI 53045		Telephone Number 262-408-2234	Date - Regulation Visit 11/3/2023	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff F and G did not have documentation of a physical examination within 30 days of employment at the center. The health exams were completed on 11/6/23 and submitted to DCF for confirmation.	<i>Documentation obtained from staff F and G and forwarded to DEF</i>	<i>11/7/23</i>	
2	251.07(6)(dm)2. Medical Log - Pages & Entries Description: An entry dated 10/11/23 in one medical log book shared with the infant/toddler and preschool rooms was not signed or initialed by the person making the entry.	<i>Review procedure of medical log entries with staff. Procedures listed on front cover of each log book. Logbooks will be reviewed monthly.</i>	<i>11/8/23</i> <i>11/30/23 and thereafter</i>	

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3 251.07(6)(f)6. Current Authorizations For Medications On Premises Description: An inhaler for one child was observed to have an expiration date of November 2022 and another child's medication authorization from the parent ended in April 2023 and the medication (eye drops) were still on the premise.	Inhaler was returned to parent on 11/6/23. Eye drops were disposed of per parent on 11/7/23 A checklist was created for each medicine box w/ name and medicine expiration date. Will be checked monthly.	11/7/23	
4 251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Not all Intake Information for children under age 2 years was updated at least once every 3 months.	Intake forms will be updated by 11/10/23 A checklist was created for teacher. Will update every 3 months.	11/8/23	
5 251.09(4)(a)10. Infant & Toddler - Diapering Lotions, Powders, Salves Description: The directions on use of diaper lotions, powders or salves was not posted in the diaper changing area of the preschool room	Directions for diaper lotion application is posted in diaper changing area as of 11/6/23. Will be updated as needed	11/6/23	

NAME - Agency Worker
Jennifer Brees

Date Issued
11/7/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

11/4/2023