

Date Correction Plan Due 12/10/2024	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 Active Child Care		Provider Number / Facility ID Number 7000590937 / 001 - 2006090		
Address - Facility (Street, City, State, Zip Code) 7727 S Longwater Dr Oak Creek WI 531547339		Telephone Number 414-677-1100	Date - Regulation Visit 11/14/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<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 inaccurate. The arrival and departure times of staff are recorded at half hour intervals rather than exact times. Initials of staff are used to record the hours and some staff have the same initials. Staff A, who transported children on 11/13/14 and 11/14/24, did not record her hours when transporting and is recorded as meeting the staff-to-child ratio in the Preschool Classroom while she is out of the building transporting children.</p>	<p>Documentation was in Brightwheel but we created a new sheet for teachers to sign in/out on clip boards using full names.</p> <p>- attached teacher schedule for week to each clipboard</p>	11/15/24	

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2	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: The CPR training on file for Staff F is from the "American Safety Training Institute" which is not a department-approved CPR provider. Repeat violation: Previously cited on 2/3/2023	Let the staff member know to retake a approved CPR course by 12/20.	12/20/24	
3	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff B and Staff F, both employed as assistant teachers, have not satisfactorily completed the required course "Introduction to the Child Care Profession" within 6 months after assuming the position. Staff B has been employed since 1/23/23; Staff F since 1/31/24.	- Both have completed the classes and waiting on certificate. Removed from classrooms in the interim.	12/13/24	
4	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: The Preschool classroom is not supervised by a child care teacher when two staff members (Staff B and Staff E) who do not meet the entry level qualifications for the position of child care teacher are supervising the Preschool classroom.	- Lead teacher will be assigned to classroom during transportation times.	12/15/24	

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5	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: Tracking is not accurate in multiple classrooms. Two children are not listed on the tracking clipboard in the 2.5 year old classroom. Three children in one of the infant classrooms are not listed on the tracking clipboard. One child is not listed on the tracking clipboard in Room 166.</p> <p>Repeat violation: Previously cited on 1/30/2024, 2/3/2023</p>	- retrained staff to mark the children in immediately on paper and not just on computer.	11/15/24	
6	<p>251.07(5)(a)4. Meals & Snacks - Minimum Meal Requirements</p> <p>Description: USDA minimum requirements were not met when "Entenmann's Little Bites Chocolate Chip Mini Muffins" were served for breakfast and when "Veggie Straws" are served for snack.</p>	- removed the substitute item from our menus.	11/15/24	
7	<p>251.07(5)(a)6. Menus - Changes</p> <p>Description: Per observation and per discussion with the center director, changes to the menu are not recorded on the menu posted for parents as required. Changes are only recorded on the kitchen menu. Breakfast service was observed. Some classrooms were served apples & some were served bananas. The menu states apples were served. This change was not recorded on the copy of the menu posted for parents. In addition, changes made to breakfast service were not recorded on the kitchen or parent menu when "Entenmann's Little Bites Chocolate Chip Mini Muffins" were previously served as breakfast component.</p>	- retrained kitchen staff to mark changes on both menus and not just in brightwheel.	11/15/24	

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8	251.07(6)(dm)2. Medical Log - Pages & Entries Description: The Preschool classroom medical log book was reviewed during the visit. The pages are only numbered to page 62.	- fixed the log book and retrained staff to log all marks when children come in	11/15/24	
9	251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: A child in the Preschool room is observed with a bruised right eye, a bruise on her forehead, and a scabbed over mark on her nose. Per the report of staff the child arrived for care with the injuries on 11/14/24 however the injuries have not been recorded in medical log book as required.	- retrained the staff to log all marks when children come in with them.	11/15/24	
10	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The Preschool room medical log book was reviewed during the visit. The required 6 month review, which was due on 11/13/24, has not been completed per observation of the book and per discussion with the center director.	- reviewed and marked all log books.	11/14/24	

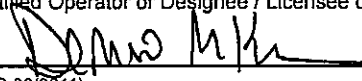
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11	251.08(4)(b) Driver Orientation - Requirement Description: The driver training on file for Staff/Driver A has not been updated and documented annually as required. The most recent documentation of the driver training was completed in March 2023.	- Completed driver training for 2024.	11/14/24	
12	251.08(4)(c)1. Driver Record - Obtain & Review Description: The driving record on file for Staff/Driver A was last completed in March 2023. The driving record shall be obtained and reviewed annually.	- obtained driving record. Driver stopped driving until obtained.	11/21/24	
13	251.12(2)(a) Department Access To Center Description: The department was not provided with unrestricted access to the premises. Licensors informed Staff H that a visit was going to be conducted at which time Staff H left the front childcare desk requiring licensors to wait in the locked lobby. Upon being let in Staff H instructed licensors to wait in the director office until the director's arrival at the center. During this time Staff H is observed by both licensors entering multiple classrooms and yelling "licensing is here" and instructing a staff member to go to the Preschool classroom.	- retrained staff that had the licensors wait that they can always come in immediately	11/14/24	

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NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
11/25/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
12/9/24