

Date Correction Plan Due 5/21/2024	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 Apple Ridge Academy		Provider Number / Facility ID Number 3000585353 / 002 - 2001666		
Address - Facility (Street, City, State, Zip Code) 21005 Gumina Rd Brookfield WI 530722932		Telephone Number 414-807-5343	Date - Regulation Visit 2/16/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: Documentation of emergency contact information, other than the parent, was not observed on file for Child #8.	The emergency contact information was completed by the parent the same day	2/16/24	
2	251.05(2)(a)1. Staff Record - Personal Information Description: Staff G's personal information was observed incomplete.	Staff G's information was completed while the licensing specialist was still on her visit	2/16/24	

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21005 Gumina Rd Brookfield WI 530722932		414-807-5343	2/16/2024	
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3	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Documentation of Staff C's physical examination report that shows a person is free from illness detrimental to children and that the person is physically able to work with young children was not observed on file.</p>	<p>Staff C's Physical exam was is currently on file at the center. The date the doctor signed the document was 2/27/24</p>	<p>3/1/24</p>	
4	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: A certificate from the Wisconsin Registry documenting that the person has met educational qualifications for the position, within 6 months of being hired, was not observed for Staff D and Staff F.</p>	<p>Staff D had the learning record in her file at the time of our visit. She currently has the most current Registry certificate in her file. Staff F no longer works at center. Her last day was 2/15/2024, No action was taken.</p>	<p>2/21/24</p>	
5	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Educational qualification were not observed on file for Staff C and Staff D.</p>	<p>Staff C and D had a copy of the Registry Learning record on file. The staff will make copies of course completion for their file.</p>	<p>2/23/24</p>	

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6	<p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Documentation of a high school diploma or its equivalent was not observed on file for Staff C and Staff D.</p> <p>Repeat violation: Previously cited on 5/11/2023</p>	<p>Staff C has verification of her high school diploma on her Registry certificate which is in her file. Staff D provided a copy of her high school diploma and it is in her file.</p>	<p>2/23/24</p>	
7	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Documentation of completed Abusive head trauma prevention training was not observed on file for Staff A and Staff C.</p> <p>Repeat violation: Previously cited on 5/11/2023</p>	<p>Staff A has retaken the training for abusive head trauma so she could properly print the document. Staff C has verified abusive head trauma training on her Registry Certification.</p>	<p>2/21/24</p>	
8	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Documentation of current completed infant/child CPR/AED training was not observed on file for Staff D and Staff F.</p>	<p>Staff D has her completed CPR certificate in her file. This was completed on 12/13/2023. Staff F no longer works at center. Her last day was 2/15/2024, no action was taken.</p>	<p>2/21/24</p>	
9	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Documentation of completed child abuse and neglect training was not observed on file for Staff F.</p> <p>Repeat violation: Previously cited on 2/18/2022</p>	<p>Staff F no longer works at the center. Her last day was 2/15/2024. No action was taken.</p>	<p>2/16/24</p>	

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10	251.055(1)(a) Supervision Of Children Description: A child was left alone in a room without a child care worker for approximately 13 minutes.	Teachers in the classroom were retrained on the policy and procedure of supervision. This policy was also reviewed with all staff members during a classroom meeting. All children will be supervised by a child care teacher at all times.	3/29/24	
11	251.055(1)(f) Child Tracking Procedure Description: The PreK room failed to properly implement their child tracking procedure. A child hid in the classroom and was left alone when the rest of the class proceeded outside. Staff did not notice the missing child as they failed to conduct subsequent headcounts once outside.	The teachers in the classroom were retrained on the policy and procedure of child tracking. The teachers were reminded of the importance of counting the children when transitioning throughout the building. All staff were retrained and reminded of the importance of the child tracking policy and procedure. This was done during a classroom meeting. The child tracking procedures including head counts at all transitions will be followed by all staff.	3/29/24	

NAME - Agency Worker
Crescenta Sabree, Tameka Thompson

Date Issued
5/7/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Carolyn Bell

Date Signed

5/30/2024