

<b>Date Correction Plan Due</b> 11/2/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Stepping Stones Academy Llc		<b>Provider Number / Facility ID Number</b> 6000588646 / 001 - 2002527		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1801 W Becher St Milwaukee WI 532152609		<b>Telephone Number</b> 414-231-3352	<b>Date - Regulation Visit</b> 10/13/2022	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)1. <b>Child Record - Enrollment Information</b>  Description: Child 2 has incomplete enrollment information available for review at the time of the monitoring visit.  Repeat violation: Previously cited on 9/9/2021	Enrollment information was completed.	10/13/2022	
2	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Attendance was not accurate at the time of the monitoring visit. There were 5 children present and 4 children signed in on the attendance sheet.	Attendance record was corrected. Staff will ensure attendance is correct at all times.	10/13/2022	

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3	<p>251.04(7) <b>Confidentiality - Compliance With Statutes &amp; Rules</b></p> <p>Description: Allergy list was not covered and therefore seen by all. Allergy list was moved to inside a cabinet during the visit.</p>	Allergy list was moved to the side cabinet so it's visible to all.	10/13/2022	
4	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: Child Tracking was not accurate at the time of the monitoring visit. There were 5 children present and only 4 children signed in on the tracking sheet.</p>	Tracking sheet was corrected. Staff will ensure tracking is correct at all times.	10/13/2022	
5	<p>251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b></p> <p>Description: Mop bucket with standing dirty water was being store in the bathtub accessible to children in the children's bathroom. There was a plastic bag hanging as a garbage bag in the outdoor play space. Night shade accessible to children in the outdoor play space. This violation was previously included on a Warning letter dated, 9.21.2021</p> <p>Repeat violation: Previously cited on 9/9/2021</p>	<p>Mop bucket was moved to an area out of sight and not accessible to children.</p> <p>Plastic bag was removed and discarded.</p> <p>Night shade was cut.</p>	10/13/2022	

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6	251.08(4)(b) <b>Driver Orientation - Requirement</b>  Description: Driver orientations were not available upon request at the monitoring visit.	Driver orientation was available, however, the wrong file was pulled for review. Driver's file has been marked indicating who the driver is so there is no confusion in the future.	10/13/2022	
7	251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b>  Description: Driver record has not been obtained and reviewed within the past 12 months.	Driver record was updated, however, the wrong file was pulled for review. Driver's file has been marked indicating who the driver is so there is no confusion in the future.	10/13/2022	
8	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Formula brought from was labeled with the Child's name but not dated with the date of opening. Bottles of milk within the refrigerator were not labeled with a child's name or a date.  Repeat violation: Previously cited on 9/9/2021	Formula and food will be labeled with child's name and date at all times.	10/13/2022	

**NAME** - Agency Worker  
Mindi Sabljak

Date Issued  
10/19/2022

**SIGNATURE** - Agency Worker

Date Signed