

**INSTRUCTIONS FOR COMPLETING THE CORRECTION PLAN SECTION OF THE  
NONCOMPLIANCE STATEMENT AND CORRECTION PLAN (DCF-F-CFS294)**

I have attached the Noncompliance Statement and Correction Plan (DCF-F-CFS294) dated November 01, 2019. Please complete this form as follows:

1. In the column titled "Correction Plan," indicate how you intend to correct each noncompliance listed on the form and outline the steps you will take to prevent future violation of the same rule. If you need more space than is provided on the form, attach additional pages and identify the item number to which the correction plan is related. Because completed and approved correction plans will be scanned and linked to the Regulated Child Care and YoungStar Public Search internet site, which shows each provider's violations, please note the following when writing your correction plan:
  - Do not include confidential information, including the names of children and staff.
  - Write in concise, plain English.
  - Be specific when describing what you have done or intend to do to correct each violation. Non-specific statements such as "It will be fixed", "Done", "Will do", "Don't agree" or "This won't happen again" do not provide the reader with any understanding of how the violation has been corrected or how you plan to prevent the violation from occurring again.
  - Be objective, factual and descriptive. The plan should not include derogatory comments, profanity or subjective observations, such as "The licensing specialist doesn't like me."
2. For each noncompliance, enter the date (month, day, year) by which you expect the correction plan to be completed.
3. Sign and date the form. Retain a copy for your records.
4. **Return the completed and signed form to the department by the due date that appears at the top left of the form via:**
  - **Email:** [carla.heck@wisconsin.gov](mailto:carla.heck@wisconsin.gov) or
  - **Fax:** (262) 446-7991 or
  - **Mail:** DEPARTMENT OF CHILDREN AND FAMILIES  
BUREAU OF EARLY CARE REGULATION  
SOUTHEASTERN REGION  
141 NW BARSTOW ST  
ROOM 104  
WAUKESHA, WI 53188

If the correction plan and the completion dates are acceptable, the form will be linked to the Regulated Child Care and YoungStar Public Search internet site. If the correction plan or the expected completion dates are not acceptable, you will be contacted in writing or by telephone.

**You are required to post a copy of the Noncompliance Statement and Correction Plan (DCF-F-CFS294) in a conspicuous area near the license so that it is visible to parents. This copy must remain posted until all noncompliances have been verified as corrected and the next DCF-F-CFS294 or DCF-F-CFS785 (Compliance Statement) has been issued. Note: If applicable, do not post the Staff and Child Identification Key. The information on the key is confidential and is meant for your reference only.**

Contact me if you have any questions.

<b>Date Correction Plan Due</b> 11/15/2019	<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> Poppert Preschool Llc		<b>Provider Number / Facility ID Number</b> 3000589883 / 001 - 2004644		
<b>Address - Facility (Street, City, State, Zip Code)</b> 14665 W Lisbon Rd Brookfield WI 530051687		<b>Telephone Number</b> 262-794-3503	<b>Date - Regulation Visit</b> 11/1/2019	
	<b>Rule/Statute Number</b> <b>Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a) <b>Child Record - Maintenance &amp; Availability</b>  Description: Authorization to call for/receive the child was missing for child #4. Health History was incomplete for child #9, question #1 was not completed.	Director had authorized person complete missing information at Pick up. Health History is emailed	11/14/19 11/18/19	
2	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: There was no documentation that indicates the child's immunization history is in compliance with s. 252.04, Stats., and ch. DHS 144. Missing for child #5,8,9.	Immediately reminded authorized person to print or email Immunizations forms.	11/18/19	

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3	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: The center failed to implement and adhere to the center's procedure (IPAD Tracking) to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times.</p> <p>Infant/Toddler Classroom: A child was not marked in on the center's IPAD used to track children.</p> <p>K3 Classroom: The IPAD used to track children was not charged and therefore, inoperable.</p>	<p>Employees were reminded to put IPAD on charger @ the end of day. Director went over the child tracking procedures with staff again.</p>	11/15/19	
4	<p>251.06(2)(d) <b>Access To Materials Potentially Harmful To Children</b></p> <p>Description: K3 Bathroom: Baby wipes and a clear plastic bag (that stored diapers) were accessible to children on a low shelf. Items contained a Warning Label, Keep Out of Reach of Children.</p>	<p>Plastic bags are now kept in a closed container on a high shelf. Wipes are now stored on a high shelf.</p>	11/15/19	
5	<p>251.06(2)(g) <b>Stairs, Walks, Ramps, Porches - Safety</b></p> <p>Description: The parking lot and walkway leading to the center was not maintained in a safe condition and not free from the accumulation of ice or snow.</p>	<p>Immediately called the owner of the building and explained the dangers of our walk way. The path</p>	11/15/19	

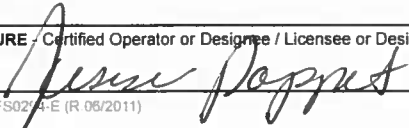
will be cleared before  
operating hours of  
7am to 6pm

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6	251.06(3)(b)2. <b>Emergencies - Practice Written Plans</b>  Description: The licensee failed to practice the fire evacuation plan for and tornado drills for September and October 2019.	The Safety Drill form is posted on the wall as a reminder. A tornado drill was done to make up for the last months	11/15/19	
7	251.06(3)(b)4. <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: The licensee failed to keep a written record of dates and times all fire and tornado drills practiced. Missing for September and October 2019.	The Safety Drill form is posted on the wall as a reminder. Two fire drills will be done in Nov. to make up for the missed months	11/15/19 ↑ 11/21/19	
8	251.06(4)(j) <b>Fire Alarms &amp; Smoke Detectors - Maintenance, Drills, Testing</b>  Description: The licensee failed to document that the fire detection and prevention systems were tested and maintained for September and October 2019.	The Safety Drill form is posted on the wall to reminder the director of testings	11/15/19	
9	251.07(1)(a) <b>Written Program Of Activities</b>  Description: The k3 classroom did not have a written program of activities which are suitable for the developmental level of each child and each group of children.	K3 teacher placed lesson plan in a drawer where the director & Sub teacher couldn't find it.	11/15/19	

The Director told K3 teacher that the lesson plan must be visible at all times.

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10	251.07(3)(a)2. <b>Indoor Equipment - Construction, Condition</b>  Description: A shelf in the K3 room was not secured. A child grabbed on to an anchored mount. As a result, the shelf came down toppling all the toys/equipment that was placed on the shelf on to the floor.	The shelf was properly re-anchored with the corrected hardware.	11/2/19	
11	251.07(4)(e) <b>Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</b>  Description: In a crib on top of a sheet was an IPAD. According to the child care teacher, this IPAD was placed in the crib because there was no other to place to store it.	Added shelving to the infant room for IPAD. Reminded staff to never place IPAD in cribs.	11/2/19	
12	251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b>  Description: K3 Classroom: Children's hands were not washed with soap and warm running water before their morning snack.	Went over the State Handbook of Orientation with staff. Went over the Sanitation Process with staff.	11/15/19	
13	251.09(1)(am) <b>Infant &amp; Toddler - Intake Information</b>  Description: An intake sheet was incomplete as it was not signed by the child's parent.	Had authorized person sign intake form the next day.	11/4/19	

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14	251.09(3)(a)11. <b>Infant &amp; Toddler - Care During Feeding</b>  Description: A child that was placed in a wide-based high chairs, was not provided with safety straps.	The Director went over the Safety Procedures with staff again to remind them the importance of buckling in the highchair.	11/15/19

<b>NAME - Certification Worker / Licensing Specialist</b> Carla Heck	<b>Date Issued</b> 11/1/2019
<b>SIGNATURE - Certified Operator or Designee / Licensee or Designee</b> 	<b>Date Signed</b> 11/14/19