

Date Correction Plan Due 2/17/2020	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 Poppert Preschool LLC		Provider Number / Facility ID Number 3000589883 / 001 - 2004644		
Address - Facility (Street, City, State, Zip Code) 14665 W Lisbon Rd Brookfield WI 530051687		Telephone Number 262-794-3503	Date - Regulation Visit 2/3/2020	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: There was not a current certificate of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use from an agency approved by the department within 3 months after beginning to work with children in care. Missing for Staff A and C.	CPR training was given on 1/29 by Pulses training Services. Our CPR cards take 10 days to arrive. In the future, CPR will be taken before required time expires. Assistant teacher is now working under the supervision of a qualified lead teacher. She will do so until her Certification is completed.	2/10/2020	
2	251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: Assistant child care teacher (Staff B) failed to work under the supervision of a child care teacher with a group of children in the toddler classroom.	Assistant teacher is now working under the supervision of a qualified lead teacher. She will do so until her Certification is completed.	2/10/2020	

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3	251.055(1)(f) Child Tracking Procedure Description: The Preschool Classroom failed to implement and adhere to a procedure to ensure that the number, names, and whereabouts of children in care are known to assigned child care workers at all times. Child #3 was not tracked on the Kids Report Tablet which is used to track children. Repeat violation: Previously cited on 11/1/2019	A second tracking system has been put in place to ensure all child are always accounted for.	2/14/20
4	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: The ratio of child care workers to children in the infant room (1:5) was less than the minimum number of child care workers to children specified in Table 251.055. Staff A was caring for 5 infants by herself.	Every effort is being made to hire more teachers. Small incentives have been put in place to encourage employees not to call in. ex: 1 month - no call ins - get a \$10 G.D.	2/10/2020
5	251.055(2)(L) Staff-To-Child Ratios - Non-Classroom Duties Description: Staff were not free of non-classroom duties when they served breakfast to children. The licensee acknowledged that 2 child care teachers called in sick today.	The above correction applies to this as well.	2/10/2020

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6	251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: Toddler Classroom: Admission information for an infant or toddler was not on file in the room or area to which the child is assigned and shall be known to the child care worker.	Parents were explained the importance of this form. They will not be able to take them home for updates.	2/10/2020
7	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Child care workers failed to document changes in a child's development and routines every three months based on discussion with the parent.	The director will make sure the teachers check intakes once a month to ensure this does not happen again.	2/10/2020

NAME - Certification Worker / Licensing Specialist
Carla Heck

Date Issued
2/3/2020

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

2/10/2020

**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 February 03, 2020. 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 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.

Please take a few minutes to complete the Department of Children and Families (DCF) customer satisfaction survey so that you can tell us about your experience. The responses we receive to the survey will be compiled and reviewed by DCF staff to help us improve our services to child care providers. The survey takes approximately 5 minutes to complete. It is voluntary and anonymous, and there is no penalty for not responding. DCF staff will not be able to tell whether or not you responded to the survey or know what responses you submitted. Please follow this link to provide your feedback: <https://www.surveymonkey.com/r/LicenseFeedback>. Or, if you don't have internet access, contact your licensing office and request a paper version of the survey and a prepaid reply envelope.

Contact me if you have any questions.