

Date Correction Plan Due

5/7/2024

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL

262-446-7800

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		Provider Number / Facility ID Number	
Carpenters Shop Christian Day Care		2000563552 / 001 - 220752	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
819 E Silver Spring Dr Whitefish Bay WI 53217		414-431-0306	3/6/2024
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 Child #4's first day of attendance was not observed on file.	Director made the change/add to child #4 form	4/15/24	
2 251.04(6)(a)6. Child Record - Health History Description: Health history information for Child #6 regarding the triggers, symptoms, and actions to take if the child comes in contact with their food allergies is not listed in the their file.	Parents were given the HH to update, along with return date of 3/12/2024	3/12/24	

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3	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff personal information was not observed on file for Staff A and Staff G.</p>	<p>Director gave Staff A+G a new staff record to fill out</p>	<p>4/15/24</p>	
4	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: A physical examination report that indicates a person is free from illness and physically able to work with young children was not observed on file for Staff A, Staff C, Staff E, and Staff G.</p>	<p>Director gave Staff A, C, E + G a health form to get filled out + turn in.</p>	<p>4/15/24</p>	
5	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: A Registry certificate documenting staff educational qualifications was not observed on file for Staff F.</p>	<p>Director shared registry website with Staff F</p>	<p>4/30/24</p>	
6	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Documentation of educational qualifications was not observed on file for Staff A, Staff E, Staff F, and Staff G.</p>	<p>Director asked Staff A, E, F + G for updated current Ed. qualifications</p>	<p>4/30/24</p>	

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<p>7 251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Documentation of a high school diploma was not observe on file for Staff F and Staff G.</p>	<p>Staff F has not graduated HS Staff G turned in HS diploma</p>	<p>3/15/24</p>	
<p>8 251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Documentation of abusive head trauma was not observed on file for Staff A, Staff F and Staff G.</p> <p>Repeat violation: Previously cited on 11/9/2022</p>	<p>Staff A, F, G were given the website for AHT - must turn in once complete</p>	<p>5/15/24</p>	
<p>9 251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Documentation of current CPR/AED training was not observed on file for Staff A, Staff B, Staff D, Staff E, Staff F, and Staff G.</p> <p>Repeat violation: Previously cited on 6/6/2023, 11/9/2022</p>	<p>CPR class set for Monday May 6, 2024</p>	<p>5/6/24</p>	
<p>10 251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Documentation of child abuse and neglect training was not observed on file for Staff A, Staff C, Staff F, and Staff G.</p> <p>Repeat violation: Previously cited on 6/6/2023</p>	<p>Staff A + G were given website to complete CAN course Staff C, F - no longer employed</p>	<p>4/15/24</p>	

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11 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: An orientation was not observed for Staff E. Repeat violation: Previously cited on 6/6/2023, 11/9/2022	Director sat down and went over all orientation items. Staff E signed off	3/10/24	
12 251.06(2)(p)2. Radon - Results Description: Radon test results were not submitted to the Department within 5 days of the completed test.	Turned Radon test results as of 3/12/24	3/12/24	
13 251.06(3)(b)2. Emergencies - Practice Written Plans Description: Documentation of the required fire drill was not observed. Repeat violation: Previously cited on 11/9/2022	Updated fire drill schedule for 2024	3/30/24	

NAME - Agency Worker
Crescenta Sabree, Tameka Thompson

Date Issued
4/23/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Monica Bussett

Date Signed

5/20/24