

Date Correction Plan Due 4/22/2024	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		Provider Number / Facility ID Number	
Bgcgm - Notre Dame School Of Milw		4000573254 / 026 - 20066643	
Address - Facility (Street, City, State, Zip Code) 1425 S 26Th St Milwaukee WI 532042513		Telephone Number 414-316-3305	Date - Regulation Visit 3/13/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(2)(L)1.a. Monitoring Results Posted Description: The most recent Non-Compliance Statement, from the December 19, 2023 monitoring visit, has not been posted next to the child care license as required. The non-compliance statement has not been posted.	DCF non-compliance statements have all been posted.	4/26/2024	
2 251.04(2)(L)1.b. Department Notices Posted Description: An enforcement action issued by the department, the Warning Letter issued on January 3, 2024 has not been posted next to the child care license as required. The enforcement action has not been posted.	DCF Warning Letter will be posted.	4/26/2024	

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3	<p>251.04(2)(L)1.c. Stipulations, Conditions, Exceptions Posted</p> <p>Description: A stipulation entered into between BGGGM and the department has not been posted next to the child care license as required. The stipulation has not been posted.</p>	DCF stipulation has been posted near DCF child care license.	4/26/2024	
4	<p>251.04(4)(g) Copy Of Policies Available</p> <p>Description: A copy of the child care policies have not been made available to the parents in an area of the center accessible to parents.</p> <p>Repeat violation: Previously cited on 12/19/2023</p>	BGGGM child care policies are available and accessible to parents.	4/26/2024	
5	<p>251.04(6)(a)6m. Child Record - Immunization History</p> <p>Description: Child #4 does not have documentation on file demonstrating that the child's immunization history is in compliance with s.252.04, Stats., and ch. DHS 144.</p> <p>Repeat violation: Previously cited on 12/19/2023</p>	All children will have immunization history on file. Area Director will review BGGGM policy regarding Child Record - immunization history with School Age Director.	4/26/2024	

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6	<p>251.05(2)(a)3. a. Staff Record - Physical Examination Description: Documentation of a physical examination that was completed not more than 12 months prior to nor more than 30 days after the person was hired is not on file for Staff A, B, C and F, each of whom has been employed since 9/6/23. Repeat violation: Previously cited on 12/19/2023</p>	All staff will have their health report on file. Area Director will review the BGGGM policy regarding staff record - physical exams with CLC	4/26/2024	
7	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Documentation of a completed orientation is not on file for Staff B within one week of employment. Staff B has been employed since 9/6/23. The orientations on file for Staff E and F, both of whom have been employed since 9/6/23 are incomplete. Included in a Warning Letter issued on January 1, 2023. Repeat violation: Previously cited on 12/19/2023</p>	Staff will have their orientation documented in staff file. Area Director will review BGGGM policy regarding staff orientation with the School Age Director	4/26/2024	
8	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children Description: At least one child care teacher is not supervising a group of 3K and 4K children being cared for in Room 112. Staff D and Staff K are the teachers that supervise this classroom. Staff D and Staff K each meet the qualifications for an assistant child care teacher.</p>	Area Director will train St. Roman staff regarding the Boys & Girls Clubs policy and procedure for sight and sound supervision	4/26/2024	

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9	<p>251.055(1)(f) Child Tracking Procedure Description: The daily attendance record is used as the tool to ensure the number, names and whereabouts of children in care are known to the assigned child care workers at all times however this tracking method is not adhered to. The classroom tracking for three groups of children does not accurately reflect the names of the children present in the group.</p> <p>Included in a Warning Letter issued on January 3, 2024.</p> <p>Repeat violation: Previously cited on 12/19/2023</p>	<p>Area Director will review the Boys & Girls Club policy and procedure regarding child tracking with Notre Dame staff. Attendance will be tracked at the front door and individual classrooms.</p>	4/26/2024
10	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: On 3/13/24 the staff-to-child ratio was not met in Room B7 when Staff B was alone caring for a mixed-age group of 22 first graders. In addition, the staff-to-child ratio was not met in Room B10 when Staff C was alone caring for a mixed-age group of 26 K-5 students.</p> <p>Included in a Warning Letter issued on January 3, 2024.</p> <p>Repeat violation: Previously cited on 12/19/2023</p>	<p>Site will maintain the proper staff-to-child ratio. Area Director will review BCGGM policy and procedure regarding mixed age group - staff to child ratio with School Age Director.</p>	4/26/2024

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11 251.06(7)(a) Indoor Space - Square Footage Per Child Description: Children being cared for in Room 112 and Room B-7 are not provided with at least 35 square feet of usable for space. Room 112 is licensed for no more than 19 children at one time due to the square footage however 21 children are observed being cared for in Room 112 during the monitoring visit; Room B-7 is licensed for no more than 21 children at one time however 22 children were cared for in the classroom at one time on 3/13/24.	Area Director will providing training to Notre Dame staff regarding the number of children allowable per room. All rooms will follow the DCF approved number of children per room.	5/3/2024	
12 251.094(5)(a) School-Age Group Leader - Supervision Description: School-Age Group Leaders are not working under the supervision of a School-Age Program Leader. Staff A is alone caring for a group of children. Staff J is alone caring for a group of children in the cafeteria. Staff B is alone caring for a group of children in Room B7. Staff C is alone caring for a group of children in Room B10. Staff E is alone caring for group of children in the gym.	All school age group leaders will work under the supervision of a School Age Program Leader.	5/3/2024	

NAME - Agency Worker
Maureen Slatten

Date Issued
4/4/2024

SIGNATURE - Certified Operator of Designee / Licensee or Designee

Deonte Lewis VP of Camp & Club Operations
Date Signed 4/22/24