

ATTACHMENT "A"

Date Correction Plan Due 5/21/2024	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 Bgcgm - St Augustine Prep Academy		Provider Number / Facility ID Number 4000573254 / 027 - 2006644		
Address - Facility (Street, City, State, Zip Code) 2531 S 5Th St Milwaukee WI 532071416		Telephone Number 414-750-6692	Date - Regulation Visit 4/18/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(a) Report - Incident Or Accident Description: The center failed to report to the department a child received medical attention within 24 hours. On 4/8/24, a child received medical attention after the child fell and broke her wrist. This was not reported to the department until 4/11/24.	Area Director has reviewed the BGCGM policy and procedure with School Age Director about incidents that occur onsite in which DCF must be notified.	6/24/2024	
2	251.04(6)(a)6. Child Record - Health History Description: The health history form for Child #2 was incomplete as the appropriate box was not marked to reflect any medical conditions Child #2 may have. Repeat violation: Previously cited on 1/31/2024	Child health and history form has been corrected. Area Director will review the BGCGM Child Record - Health History policy and procedure with site School Age Director and staff.	6/24/2024	

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3	251.05(2)(a) Staff Record - Maintenance & Availability Description: There was no file available for review for Staff E.	Staff files will be available and accessible for DCF to review. Area Director will review the BGCGM policy regarding staff records to ensure compliance.	6/24/2024
4	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff A does not have documentation of a completed CPR certificate within 3 months after beginning to work with children. Staff A started working in November 2023. Repeat violation: Previously cited on 12/11/2023	Staff will have their CPR certification documented in staff file. Area Director will ensure that all staff will have proof of CPR certification and/or schedule training to maintain current certification	6/24/2024
5	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff F does not have documentation of a written orientation (staff orientation checklist) that was completed within Staff F's first week at the center; Staff F started in March 2024. Repeat violation: Previously cited on 12/11/2023	Staff will have their orientation documented in staff file. Area Director will review BGCGM policy regarding staff orientation with the School Age Director.	6/24/2024

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6	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: On 4/18/24, children (ages 4 & 5) were observed walking freely to/from the bathroom and were not supervised by a child care worker who was within sight and sound of the children.</p> <p>Repeat violation: Previously cited on 12/11/2023</p>	Area Director will ensure that staff have been trained regarding the BGCGM policy and procedure for sight and sound supervision.	6/24/2024	
7	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center's child tracking procedures were not followed when on 4/17/24, 20 children were in attendance in Room 207 but 21 children were marked in on the tracking record.</p>	Area Director will ensure that staff have reviewed the Boys & Girls Club policy and procedure regarding child tracking. Attendance will be tracked at the front door and individual classrooms.	6/24/2024	
8	<p>251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio</p> <p>Description: Staff-to-child ratios in the K4/K5 room was not met on 4/18/24 when there were 20 children, 2 children 11 years old and 20 children 4-5 years old, with one staff.</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.	6/24/2024	
9	<p>251.06(2)(d) Access To Materials Potentially Harmful To Children</p> <p>Description: Cleaning supplies, labeled keep out of reach of children, was observed in Room 206 and accessible to children.</p>	Harmful materials have been removed and no longer accessible to children. Area Director will review BGCGM policy and procedure regarding access to potentially harmful materials to children with the School Age Director to ensure materials are not accessible to children.	6/24/2024	

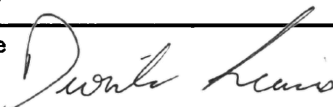
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10	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: There was no documentation that monthly fire drills were conducted in March 2024. Repeat violation: Previously cited on 12/11/2023	Area Director will review BGCGM policy and procedure with School Age Director and site staff to ensure drills are being implemented in accordance with BGCGM policy.	6/24/2024	
11	251.07(3)(b)3. Equipment - Quantity For Outdoors Description: The center did not provide sufficient indoor play equipment to allow each child a choice of at least 3 activities. During the visit the only equipment accessible to a group of 7 children were art supplies.	Area Director will ensure that the center will have sufficient indoor play equipment.	6/24/2024	
12	251.07(6)(dm)3.b. Medical Log - Injury In Care Description: An incident on 12/13/23 where a child was injured while in care was not written in the medical log book.	Area Director will review the BGCGM policy and procedure regarding Medical Logs with site School Age Director and staff.	6/24/2024	
13	251.094(5)(a) School-Age Group Leader - Supervision Description: Staff B, observed to be providing sole care to a group of children, was not under the supervision of a qualified school-age program leader. Repeat violation: Previously cited on 1/31/2024	Area Director will ensure that staff providing supervision will have the DCF qualifications.	6/24/2024	

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14	251.094(6)(b) School-Age Program Aide - Age Description: On the day of the licensing visit, two children, under the age of 16 years old, were working as program aides in the K4/K5 room.	Area Director will ensure that children under the age of 16 will not act as program aides	6/24/2024
15	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: There was not a qualified school-age program leader supervising a group of children. Staff B, observed to be supervising children for longer than 45 minutes is not qualified as a school age program leader. Repeat violation: Previously cited on 1/31/2024, 12/11/2023	Area Director will ensure that staff providing supervision will have the DCF qualifications.	6/24/2024

NAME - Agency Worker
Kristin Keck, Maureen Slatten

Date Issued
5/3/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
Deonte Lewis
VP of Camp & Club Operations 5/20/2024