

Date Correction Plan Due 7/26/2024	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 Bgcm - St Anthony		Provider Number / Facility ID Number 4000573254 / 022 - 2006396		
Address - Facility (Street, City, State, Zip Code) 1669 S 5Th St Milwaukee WI 532043401		Telephone Number 414-750-6692	Date - Regulation Visit 5/30/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.b. Department Notices Posted Description: An enforcement order and imposed Plan of Correction dated 4/17/24 was not posted. Repeat violation: Previously cited on 4/9/2024	DCF Non-compliance statements/ correction plans have been posted.	8/16/2024	
2	251.04(6)(a)6. Child Record - Health History Description: The health history for Child 2 was incomplete; the form did not have the appropriate boxes marked to reflect any medical conditions. Repeat violation: Previously cited on 9/19/2023	Area Director will train School Age Director and staff on the BCGM policy and procedure regarding the correct process to review a completed Health History and Emergency Care Plan.	8/16/2024	

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3	<p>251.04(6)(a)6m. Child Record - Immunization History</p> <p>Description: Child 1 and Child 2 do not have immunization history on file and have been attending the center for more than 30 days.</p>	All children will have immunization history on file. Area Director will review BGCGM policy regarding Child Record - immunization history with School Age Director.	8/16/2024	
4	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff E and Staff F did not have all of the required personal information on file. Staff E did not have staff's education and prior work experience, including reason for leaving previous position and Staff F did not have emergency contact information.</p> <p>Repeat violation: Previously cited on 11/29/2023</p>	All staff will have their staff record - personal information contained in the staff file. Area Director will review BGCGM policy regarding staff record - personal information on file with Club Manager/ School Age Director.	8/16/2024	
5	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: There are no staff hours documented to demonstrate who is being used to meet the applicable staff-to-child ratios.</p> <p>Repeat violation: Previously cited on 11/29/2023</p>	Staff have a process to ensure that there is documentation to meet staff-to-child ratios. Area director will monitor the documentation process and provide feedback.	8/16/2024	

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6	<p>251.05(2)(a)8. Staff Record - Orientation</p> <p>Description: Staff A does not have documentation of a written orientation on file.</p> <p>Repeat violation: Previously cited on 11/29/2023</p>	All staff will have their staff record - orientation contained in the staff file. Area Director will review BGCGM policy regarding staff orientation Club Manager/ School Age Director.	8/16/2024	
7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: There is no documentation available for review demonstrating Staff D, E, and F, completed CPR training within 3 months after beginning to work with children in care.</p>	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	8/16/2024	
8	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The center's child tracking procedures were not followed, when on 5/30/24, 6 children were in attendance in the K4/K5 room but 7 children were marked in on the tracking record and in the K5 room, one child was not signed in on the tracking record and one child was not signed out.</p> <p>Repeat violation: Previously cited on 4/9/2024, 11/29/2023</p>	Area Director will work with the School Age Director to train staff regarding the Boys & Girls Club policy and procedure regarding child tracking. Attendance will be tracked at the front door and individual classrooms.	8/16/2024	

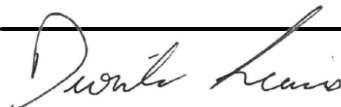
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9	251.07(6)(dm)1. Medical Log Book Description: The medical log book is not numbered. Repeat violation: Previously cited on 11/29/2023, 9/19/2023	Area Director will review the BGCGM policy and procedure regarding Medical Logs with site School Age Director and staff.	8/16/2024	
10	251.07(6)(dm)2. Medical Log - Pages & Entries Description: Lines were skipped in the medical log book and entries are not signed or initialed by the person making the entry.	Area Director will review the BGCGM policy and procedure regarding Medical Logs with site School Age Director and staff.	8/16/2024	
11	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: There is no documentation that the medical log book was reviewed within the last 6 months.	Area Director will review the BGCGM policy and procedure regarding Medical Logs with site School Age Director and staff.	8/16/2024	
12	251.094(4)(c) School-Age Program Leader - Training Description: Staff do not have documentation of having completed training requirements to provide sole supervision. Repeat violation: Previously cited on 11/29/2023	Staff records will be stored in a way that they can be accessed by DCF. Staff will ensure a copy of their educational qualifications is in their staff record.	8/16/2024	

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13	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: Staff observed providing sole care to a group of children, was not under the supervision of a school-age group leader, as required. Repeat violation: Previously cited on 11/29/2023	Area Director will ensure that the location has enough staff to meet staff-to-child ratio and are trained regarding the supervision of children.	8/16/2024

NAME - Agency Worker
Kristin Keck, Maureen Slatten

Date Issued
7/10/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Deonte Lewis

Date Signed
7/30/2024