

Date Correction Plan Due 9/13/2024	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 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 7/30/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not documenting hours when used to meet staff-to-child ratio.	Area Director will ensure that the School Age Director will have a process in place to document hours and days worked and in what room to meet staff to child ratio.	9/30/2024	
2	251.07(6)(dm)2. Medical Log - Pages & Entries Description: An entry in the medical log book was not dated and signed/initialed by the person making the entry. Repeat violation: Previously cited on 5/21/2024	Area Director will ensure that School Age Director is aware of the BGCGM policy and procedure regarding medical log pages and entries.	9/30/2024	

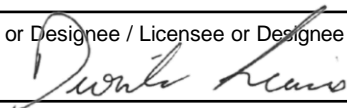
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
Bgcm - St Augustine Prep Academy		4000573254 / 027 - 2006644		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
2531 S 5Th St Milwaukee WI 532071416		414-750-6692	7/30/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.07(6)(dm)3.b. Medical Log - Injury In Care</p> <p>Description: An incident on 7/24/24 where a child was injured while in care was not written in the medical log book.</p> <p>Repeat violation: Previously cited on 4/18/2024</p>	Area Director will ensure that School Age Director is aware of the BGCGM policy and procedure regarding medical log injury in care.	9/30/2024	
4	<p>251.07(6)(dm)3.c Medical Log - Medication Administration</p> <p>Description: Entries in the medical log book where medication was administered to children in care did not contain the type of medication that was given and the dose.</p>	Area Director will ensure that School Age Director is aware of the BGCGM policy and procedure regarding medical log medication administration.	9/30/2024	
5	<p>251.07(6)(dm)4. Medical Log - Reviewing Injury Records</p> <p>Description: The medical log book was not reviewed within the last 6 months.</p>	Area Director will ensure that School Age Director is aware of the BGCGM policy and procedure regarding medical log reviewing injury records.	9/30/2024	
6	<p>251.094(5)(a) School-Age Group Leader - Supervision</p> <p>Description: According to the director, on 7/24/24, staff who provided care to a group of children, were not under the supervision of a qualified school-age program leader.</p> <p>Repeat violation: Previously cited on 4/18/2024, 1/31/2024</p>	Area Director will ensure that the location has enough staff to meet staff-to-child ratio and are trained regarding the supervision of children.	9/30/2024	

Name - Certified Operator / Licensed Center Bgcm - 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 7/30/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
7	251.095(2m)(c) School-Age Care - Supervision Of Group Of Children Description: According to the interim program director, on 7/24/24, there was not a qualified school-age program leader supervising a group of children. Staff A and Staff B, did not have training completed to make them qualified for the position of school-age program leader. Repeat violation: Previously cited on 4/18/2024, 1/31/2024, 12/11/2023	Area Director will ensure that the location has enough staff to meet staff-to-child ratio and are trained regarding the supervision of children.	9/30/2024
8	251.095(2m)(f) School-Age Care - Child Tracking Method Description: On 7/30/24, during a licensing visit, a 13 year old child was not properly tracked when moving from group to group.	Area Director will review the Boys & Girls Club policy and procedure regarding child tracking with the School Age Director. Attendance will be tracked at the front door and individual classrooms.	9/30/2024

NAME - Agency Worker
Kristin Keck, Sara Cooney

Date Issued
8/28/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
9/11/2024