

Date Correction Plan Due 7/8/2024	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.

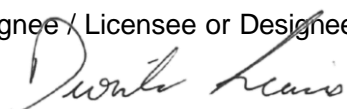
Name - Certified Operator / Licensed Center Bgcgm - St Augustine Prep Academy		Provider Number / Facility ID Number 4000573254 / 027 - 2006644		
Address - Facility (Street, City, State, Zip Code) 2531 S 5Th St Milwaukee WI 532071416		Telephone Number 414-750-6692	Date - Regulation Visit 5/21/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)1. Staff Record - Personal Information Description: The file for Staff A did not have all the required personal information on file, such as staff s education, position, emergency contact, and prior work experience, including reason for leaving previous positions. Repeat violation: Previously cited on 12/11/2023	All staff will have their required personal information contained in the staff file. Area Director will review BGCGM policy regarding Staff Record - Personal Info with the School Age Director	9/30/2024	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: There was no health report on file for Staff A; Staff A started working in March 2024 and would have needed a completed report within 30 days. Repeat violation: Previously cited on 12/11/2023	All staff will have their health report on file. Area Director will review the BGCGM policy regarding staff record - physical exams with School Age Director.	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 5/21/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff A does not have documentation of a completed written orientation (staff orientation checklist) on file and within Staff A s first week at the center; Staff A started in March 2024. Repeat violation: Previously cited on 4/18/2024, 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.	9/30/2024	
4	251.055(1)(a) Supervision Of Children Description: Based on a video footage reviewed 5/13/24, children's behavior and activities were not guided to prevent harm and ensure safety when on 5/3/24, a group of children were left unsupervised on 5/3/24 when staff left the gated area and headed inside prior to another staff member entering the enclosed play space . Repeat violation: Previously cited on 4/18/2024, 12/11/2023	Area Director will ensure that staff have been trained regarding the BGCGM policy and procedure for sight and sound supervision.	9/30/2024	
5	251.07(6)(dm)2. Medical Log - Pages & Entries Description: Lines were skipped in the medical log book.	Area Director will review the BGCGM policy and procedure regarding Medical Logs with site School Age Director and staff.	9/30/2024	

NAME - Agency Worker
Kristin Keck, Maureen Slatten

Date Issued
6/21/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
9/17/2024