

Date Correction Plan Due 11/13/2024	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 - Northwest Catholic		Provider Number / Facility ID Number 4000573254 / 016 - 2004772		
Address - Facility (Street, City, State, Zip Code) 7140 N 41St St Milwaukee WI 532092235		Telephone Number 414-352-6927	Date - Regulation Visit 9/12/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a) Child Record - Maintenance & Availability Description: Children's files were not available for review at the time of the monitoring visit. It was reported that they were not completed. Repeat violation: Previously cited on 6/20/2023	BGCGM Area Director will ensure that child records will be accessible to DCF.	12/13/2024	
2	251.04(6)(a)1. Child Record - Enrollment Information Description: Enrollment information was not available for review for any children in care. This violation was included on a Warning Letter dated December 15, 2023. Repeat violation: Previously cited on 12/5/2023, 10/18/2022	All children will have complete enrollment information available for review. Area Director will review BGCGM policy regarding Child Record - enrollment Information with School Age Director.	12/13/2024	

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3	<p>251.04(6)(a)2. Child Record - Emergency Medical Consent</p> <p>Description: Permission for emergency medical consent was not made available for any children in care.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023, 10/18/2022</p>	<p>Child Record - Emergency Medical Consent form is available. Area Director will review the BGCGM Child Record - Health History policy and procedure with site School Age Director and staff.</p>	12/13/2024	
4	<p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: Health history information was not provided for any children in care.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023, 10/18/2022</p>	<p>Child health and history form is available. Area Director will review the BGCGM Child Record - Health History policy and procedure with site School Age Director and staff.</p>	12/13/2024	
5	<p>251.04(6)(a)6m. Child Record - Immunization History</p> <p>Description: Proof of immunizations was not available for any children in care during the monitoring visit.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	<p>All children will have immunization history on file. Area Director will review BGCGM policy regarding Child Record - immunization history with School Age Director.</p>	12/31/2024	

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6	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: Attendance was inaccurate at the time of the monitoring visit. There was no written record of actual times of arrival and departure for children that were and had been in care. There was a list of children, 30 child present and there were 34 listed.</p>	Area Director will trained site staff regarding the Boys & Girls Clubs policy and procedure for taking accurate daily attendance.	12/13/2024	
7	<p>251.05(2)(a) Staff Record - Maintenance & Availability</p> <p>Description: Staff files were not available at the time of the monitoring visit. Director reported that Staff are still being hired and no Staff files were available.</p> <p>Repeat violation: Previously cited on 6/20/2023, 10/18/2022</p>	BGCGM Area Director will ensure that staff records will be accessible to DCF.	12/13/2024	
8	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: Staff files/Staff records were not available at the time of the monitoring visit and have not been received as of October 21, 2024.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	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	12/13/2024	

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9	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Staff Health reports were not made available for Staff A or B, whom have been admittedly working with the children in care.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	<p>All staff will have their health report on file. Area Director will review the BGCGM policy staff record - physical exams with the School Age Director.</p>	12/13/2024	
10	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Registry Certificates were not made available for review for Staff A or B.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	<p>Staff records will be stored in a way that they can be accessed by DCF. Area Director will ensure that a copy of the Registry Certificate is placed in staff file records.</p>	12/13/2024	
11	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Educational qualifications were not made available for Staff A or Staff B, that were working independently with children at the time of the monitoring visit.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	<p>Area Director will ensure that staff in question have the educational qualifications needed to provide care to school age children.</p>	12/13/2024	

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12	<p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: High School diplomas or its equivalent were not made available for review for Staff A or Staff B.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	All staff will have proof of high school diploma or its equivalent contained in the staff file. Area Director will review BGCGM policy regarding high school diploma on file with CLC Manager.	12/13/2024	
13	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff days and hours were not available for review at the time of the monitoring visit.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	Staff days and hours worked will include what room staff are working to meet staff to child ratio.	12/13/2024	
14	<p>251.05(2)(a)7. Staff Record - Continuing Education</p> <p>Description: Documentation of continuing education was not made available for Staff A or Staff B.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	All staff will have their required continuing education information contained in the staff file. Area Director will review BGCGM policy regarding the documentation of continuing education with the School Age Director	12/13/2024	

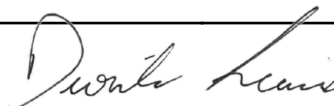
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15	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Documentation of completed CPR training was not made available for Staff A or Staff B, whom were both working with children.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023, 10/18/2022</p>	<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</p>	12/13/2024	
16	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Documentation of completed Child Abuse Neglect/Mandated Reporter training was not made available for Staff A or Staff B, whom were both working with children.</p> <p>This violation was included on a Warning Letter dated December 15, 2023.</p> <p>Repeat violation: Previously cited on 12/5/2023, 10/18/2022</p>	<p>Staff will have their CAN Training documented in staff file. Area Director will ensure that all staff will have proof of CAN Training and/or schedule training to maintain current certification.</p>	12/13/2024	

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17	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: LS was not able to verify that the Staff working with children were qualified. The teachers provided as working that day did not have any qualifications available for review. Therefore, can't be considered qualified for the positions that they were employed at the time of the monitoring visit. One staff was left alone with children outside and is listed as <input type="checkbox"/> other caregiver <input type="checkbox"/> within the Portal.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	Area Director will ensure that staff in question have the educational qualifications needed to provide care and supervision to school age children.	12/13/2024	
18	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: Tracking procedure that was being utilized during the monitoring visit failed. There were 34 children signed in on the tracking form and only 30 children present.</p> <p>Repeat violation: Previously cited on 10/18/2022</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.	12/13/2024	

NAME - Agency Worker
Mindi Sabljak, Crescenta Sabree

Date Issued
10/30/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
11/12/24