

Date Correction Plan Due 1/17/2025	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 12/10/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: Monitoring results from previous visit was not posted.	Monitor results have been posted. Area Director will ensure that results are posted and School Age Director understands BGCGM policy and procedure regarding monitoring results posted.	1/17/2025	
2	251.04(2)(L)1.b. Department Notices Posted Description: Enforcement dated 10.30.24 was not posted.	Department Notices have been posted. Area Director will ensure School Age Director understands BGCGM policy and procedure regarding department notices posted.	1/17/2025	

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3	<p>251.04(6)(a)1. Child Record - Enrollment Information</p> <p>Description: Enrollment information was incomplete for Child 2 and Child 3 (incomplete emergency contact information). Enrollment information was missing for Child 4 (emergency contact information).</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023 and also included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	All children will have emergency contact on file and complete enrollment information. Area Director will review BGCGM policy regarding Child Record - enrollment information with School Age Director.	1/17/2025	
4	<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 documentation of the actual time of arrival and departure for children that were in care and had been in care. There was a list of children and no one was logged in. There were 34 children present in the cafeteria at the time of the monitoring visit.</p> <p>Repeat violation: Previously cited on 9/12/2024</p>	Area Director will trained site staff regarding the Boys & Girls Clubs policy and procedure for taking accurate daily attendance.	1/31/2025	
5	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Staff A and E did not have a Staff Physical Examination available for review and have been working with children in care.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023 and also included on an Order dated 10.30.24.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	All staff will have their health report on file. Area Director will review the BGCGM policy regarding staff record - physical exams with the School Age Director	1/31/2025	

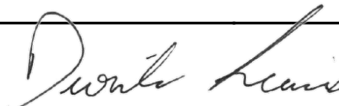
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6	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Documentation of completed and current CPR training was not available for any Staff Reviewed, Staff A - Staff E.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023 and also included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</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>	1/31/2025	
7	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A, B, D, E did not have any Child, Abuse, Neglect/Mandated Reporter training available for review. Staff C had an expired Child, Abuse, Neglect/Mandated Reporter training available for review.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023 and also included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>Staff records will be stored in a way that they can be accessed by DCF. Area Director will ensure a copy of child abuse & neglect training verification is included in staff file records.</p>	1/31/2025	
8	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff B and D did not have an orientation available for review. Staff C and D had a half completed orientation available for review (not signed by trainer).</p>	<p>Staff will have their orientation documented in staff file. Area Director will review BGCGM policy regarding staff orientation with the School Age Director.</p>	1/31/2025	

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9	251.055(1)(f) Child Tracking Procedure Description: The tracking procedure that was being implemented at the time of the monitoring visit failed. There were 26 children on the tracking sheets available in the cafeteria and there were 34 children present. This violation was previously included on an Order dated 10.30.2024. Repeat violation: Previously cited on 9/12/2024	Staff have reviewed the Boys & Girls Club policy and procedure regarding child tracking. Attendance will be tracked at the front door and individual classrooms.	1/31/2025	
10	251.06(2)(p)1.a. Radon - Testing Description: No Radon test results have been received.	Area Director will ensure that the center will supply DCF the results of the required radon testing.	1/31/2025	
11	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: No record of fire/tornado drills was available for review.	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.	1/31/2025	

NAME - Agency Worker
Mindi Sabljak

Date Issued
1/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
1/17/25