

Date Correction Plan Due 3/21/2025	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.

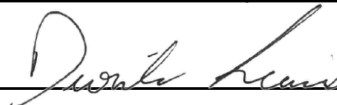
Name - Certified Operator / Licensed Center Bgcgm - St Anthony		Provider Number / Facility ID Number 4000573254 / 022 - 2006396		
Address - Facility (Street, City, State, Zip Code) 1669 S 5Th St Milwaukee WI 532043401		Telephone Number 414-750-6692	Date - Regulation Visit 2/25/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(a) Report - Incident Or Accident Description: The center did not report within 24 hours that a child in care received medical attention. On 2/21/25, a child received medical attention following an allergic reaction. It was not reported to the Department until 2/25/25.	Area Director has reviewed the BGCGM policy and procedure with School Age Director about incidents that occur on site in which DCF must be notified.	4/4/2025	
2	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not documenting actual hours worked and in what classroom when used to meet staff-to-child ratio. Repeat violation: Previously cited on 5/30/2024, 11/29/2023	Area Director will train School Age Director and site staff regarding the Boys & Girls Clubs policy and procedure for taking accurate daily attendance with staff documentation to ensure proper staff-to-child ratio.	4/4/2025	

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3	251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff G started working in January 2025 and does not have documentation of a completed written orientation (staff orientation checklist) within the first week at the center.	Staff will have their orientation documented in staff file. Area Director will review BCGM policy regarding staff orientation with the School Age Director to ensure success.	4/4/2025	
4	251.055(1)(f) Child Tracking Procedure Description: The centers child tracking procedures were not followed, when on 2/25/25, 10 children were present in K4 but 11 were signed into and 13 children were in 2nd grade room but 12 children were present. Repeat violation: Previously cited on 5/30/2024, 4/9/2024, 11/29/2023	Area Director will review the Boys & Girls Club policy and procedure regarding child tracking with School Age Director and site staff. Attendance will be tracked at the front door and individual classrooms.	4/4/2025	
5	251.07(6)(dm)2. Medical Log - Pages & Entries Description: There are skipped lines in the medical log book. Repeat violation: Previously cited on 5/30/2024	Area Director will review the Boys & Girls Club policy and procedure regarding medical log with School Age Director.	4/4/2025	

NAME - Agency Worker
Kristin Keck, Sara Cooney

Date Issued
3/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
3/19/25