

<b>Date Correction Plan Due</b> 8/25/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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.

<b>Name - Certified Operator / Licensed Center</b> Bgcm - Northwest Catholic		<b>Provider Number / Facility ID Number</b> 4000573254 / 016 - 2004772		
<b>Address - Facility (Street, City, State, Zip Code)</b> 7140 N 41St St Milwaukee WI 532092235		<b>Telephone Number</b> 414-352-6927	<b>Date - Regulation Visit</b> 5/22/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(2)(L)1.b. <b>Department Notices Posted</b>  Description: Enforcement dated January 3, 2025 was not posted and visible. Staff reported that they did not receive it from Headquarters when they received the noncompliance.  Repeat violation: Previously cited on 12/10/2024	Previous enforcement notice has been posted.	8/25/2025	

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2	<p>251.04(6)(a)1. <b>Child Record - Enrollment Information</b></p> <p>Description: Enrollment information was not complete for Child 1, Child 2, Child 3 and Child 4; parent's information incomplete. Child 3 had incomplete authorized persons information. Child 3 had incomplete emergency contact information available for review. Physician and Medical Facility information was incomplete for Child 1 and Child 3.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024. This violation was previously included on an Order/Forfeiture dated 1.3.2025.</p> <p>Repeat violation: Previously cited on 12/10/2024, 9/12/2024, 12/5/2023</p>	All children will have a complete enrollment information on file. The supervisor of the Center Director will review BGCGM policy regarding a complete Child Record - enrollment information.	9/15/2025	
3	<p>251.04(6)(a)6. <b>Child Record - Health History</b></p> <p>Description: Child 4 had an incomplete health history and emergency care plan for available for review.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	Supervisor of the Center Director will train site staff regarding the Boys & Girls Clubs policy and procedure for a complete Child Record - Health History.	9/15/2025	

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4	<p>251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b></p> <p>Description: Attendance was inaccurate at the time of the monitoring visit. There were 40 children signed in on the attendance sheet and there were actually 33 children present at the time of the monitoring visit. It was reported by a Staff member that they didn't have tracking all week, due to a broken printer.</p> <p>This violation was previously included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 12/10/2024, 9/12/2024</p>	<p>Supervisor of the Center Director will train site staff regarding the Boys &amp; Girls Clubs policy and procedure for taking accurate daily attendance.</p>	9/15/2025	
5	<p>251.05(2)(a)1. <b>Staff Record - Personal Information</b></p> <p>Description: Staff B did not have a Staff Record available for review.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>All staff will have their required personal information contained in the staff file. The Supervisor of Center Director will review BGCGM policy regarding Staff Record - Personal Info with the Center Director.</p>	9/15/2025	

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6	<p>251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b></p> <p>Description: Staff E did not have a Staff Health Report available for review and has been working with children.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024. This violation was previously included on an Order/Forfeiture dated 1.3.2025.</p> <p>Repeat violation: Previously cited on 12/10/2024, 9/12/2024, 12/5/2023</p>	<p>All staff will have their health report on file. Supervisor of the Center Director will review the BGCGM policy regarding staff record - physical exams with the Center Director.</p>	9/15/2025	
7	<p>251.05(2)(a)4.a. <b>Staff Record - Registry Certificate</b></p> <p>Description: Staff B, Staff C, Staff D and Staff E did not have Registry Certificates available for review.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>All staff will have their Registry Certificate on file. The supervisor of the Center Director will review the BGCGM policy regarding the Registry Certificate with the Center Director.</p>	9/15/2025	

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8	<p>251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b></p> <p>Description: Educational qualifications were not available for Staff B, Staff C, Staff D and Staff F, that were independently working with children at the time of the visit.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>All staff will have proof of educational qualifications contained in the staff file. Supervisor of the Center Director will review BCGGM policy regarding educational qualifications on file with the Center Director.</p>	9/15/2025	
9	<p>251.05(2)(a)5. <b>Staff Record - High School Diploma</b></p> <p>Description: High School Diplomas or its equivalent were not made available for review for Staff B, Staff C, Staff D and Staff E.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>All staff will have proof of high school diploma or its equivalent contained in the staff file. The Supervisor of the Center Director will review BCGGM policy regarding high school diploma on file with the Center Director.</p>	9/15/2025	
10	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Staff days and hours were not available at the time of the monitoring visit.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>Staff records of day and hours is available. Supervisor of the Center Director will train staff on the BCGGM policy and procedure for staff records.</p>	9/15/2025	

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11	<p>251.05(2)(a)7. <b>Staff Record - Continuing Education</b></p> <p>Description: Documentation of continuing education was not available for Staff A, Staff B, Staff C, Staff D and Staff E.</p> <p>Repeat violation: Previously cited on 9/12/2024, 12/5/2023</p>	<p>All staff will have proof of continuing education contained in the staff file. The Supervisor of the Center Director will review BCGM policy regarding continuing education on file with the Center Director</p>	9/15/2025	
12	<p>251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b></p> <p>Description: Staff B, Staff C, Staff D and Staff F did not have verification of AHT available for review.</p> <p>Repeat violation: Previously cited on 12/5/2023</p>	<p>All staff will have proof of Abusive Head Trauma Prevention Training contained in the staff file. The Supervisor of the Center Director will review BCGM policy regarding the training with the Center Director.</p>	9/15/2025	
13	<p>251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Documentation of completion and current CPR training was not available for Staff A and Staff C. Expired documentation of CPR training was available for Staff D (expired in June 2024).</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024. This violation was previously included on an Order/Forfeiture dated 1.3.2025.</p> <p>Repeat violation: Previously cited on 12/10/2024, 9/12/2024, 12/5/2023</p>	<p>All staff have completed their CPR training and the certificate in the staff file.</p>	8/22/2025	

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14	<p>251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b></p> <p>Description: Staff A, Staff B, Staff C, Staff D and Staff E did not have any documentation of CAN/Mandated Reporter training available for review.</p> <p>This violation was previously included on a Warning Letter dated 12.15.2023. This violation was previously included on an Order dated 10.30.2024. This violation was previously included on an Order/Forfeiture dated 1.3.2025.</p> <p>Repeat violation: Previously cited on 12/10/2024, 9/12/2024, 12/5/2023</p>	<p>The Supervisor of the Center Director will ensure a copy of child abuse &amp; neglect training verification is included in staff file records.</p>	9/15/2025	
15	<p>251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b></p> <p>Description: Staff A and Staff B did not have an orientation available for review. Staff D and Staff E had incomplete Staff Orientations available for review.</p> <p>Repeat violation: Previously cited on 12/10/2024</p>	<p>Staff will have their orientation documented in staff file. The Supervisor of the Center Director will review BGCGM policy regarding staff orientation with the Center Director.</p>	9/15/2025	

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16	251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b>  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. Most staff reviewed are listed as <input type="checkbox"/> other caregiver <input type="checkbox"/> for background checks in the Portal.  Repeat violation: Previously cited on 9/12/2024, 12/5/2023	The Supervisor of the Center Director will complete a training with site staff regarding the Boys & Girls Clubs policy and procedure for sight and sound supervision.	9/15/2025	
17	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The tracking procedure that was being implemented at the time of the monitoring visit failed, as there was not a tracking procedure being implemented. There were 9 children on the east side of the cafeteria. There were 15 children on the west side of the cafeteria. There were 9 children located in the hallway/basement/gym. No children were being tracked. Staff reported due to broken printer no tracking had been conducted all week.  This violation was previously included on an Order dated 10.30.2024. This violation was previously included on an Order/Forfeiture dated 1.3.2025.  Repeat violation: Previously cited on 12/10/2024, 9/12/2024	The Supervisor of the Center Director will complete a training with site staff of the Boys & Girls Club policy and procedure regarding child tracking. Attendance will be tracked at the front door and individual classrooms.	9/15/2025	

**NAME - Agency Worker**  
Mindi Sabljak

Date Issued  
8/11/2025

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Melinda Wyant Jansen*

Date Signed  
8/25/25