

Date Correction Plan Due 11/20/2025	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 - Messmer St Rose		Provider Number / Facility ID Number 4000573254 / 023 - 2006397		
Address - Facility (Street, City, State, Zip Code) 514 N 31St St Milwaukee WI 532084053		Telephone Number 414-933-6070	Date - Regulation Visit 10/29/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6. Child Record - Health History Description: The health history and emergency care plan on file for Child 3, identified as having asthma, is incomplete. The health history questions that correspond to the medical condition (questions #2-#8) have been left blank.	All children will have their health history and emergency care plan on file with complete enrollment information. School Age Director Supervisor will review BCGM policy regarding Child Record - Health History with School Age Director.	12/15/2025	
2	251.05(2)(a) Staff Record - Maintenance & Availability Description: There was no file for Staff A and C available for review at the time of the licensing visit.	School Age Director Supervisor will ensure that staff files will be made available for DCF during licensing visit.	2/15/2026	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B does not have the required physical exam on file and has been working at the center for more than 30 days.	All staff will have their health report on file. School Age Director Supervisor will ensure physical exam is on file and review the BGCGM policy regarding staff record - physical exams with School Age Director.	2/15/2026	
4	251.05(2)(a)5. Staff Record - High School Diploma Description: There is no documentation of a high school diploma or equivalent on file for Staff A, B, C, and E.	All staff will have proof of high school diploma or its equivalent contained in the staff file. School Age Director Supervisor will review BGCGM policy regarding high school diploma on file with School Age Director.	2/15/2026	
5	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not consistently documenting hours worked when used to meet staff-to-child ratio. In the 3-5th grade room, staff hours were not documented on 10/28/25 when children were in care and on the day of the licensing visit, staff supervising children was not signed in. Repeat violation: Previously cited on 12/9/2024	School Age Director Supervisor will ensure staff days and hours worked will include what room staff are working to meet staff to child ratio.	2/15/2026	

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6	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: Staff A, Staff C, and Staff E do not have documentation of completing training in Shaken Baby Syndrome/Abusive Head Trauma prior to beginning to work with children under 5 years old.</p>	All staff will have proof of Abusive Head Trauma Prevention Training contained in the staff file. School Age Director Supervisor will review BGCGM policy regarding the training with School Age Director.	2/15/2026	
7	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff E does not have documentation of a completed CPR certificate within 3 months after beginning to work with children. Staff E started in January 2025.</p> <p>Repeat violation: Previously cited on 12/9/2024</p>	Staff will have their CPR certification documented in staff file. School Age Director Supervisor will ensure that all staff will have proof of CPR certification and/ or schedule training to maintain current certification.	2/15/2026	
8	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A and Staff C do not have documentation of completed child abuse and neglect training within one week after beginning to work with children.</p>	School Age Director Supervisor will ensure a copy of child abuse & neglect training verification is included in staff file records.	2/15/2026	
9	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A and Staff C do not have documentation of a completed written orientation (staff orientation checklist) on file.</p>	Staff will have their orientation documented in staff file. School Age Director Supervisor will review BGCGM policy regarding staff orientation with the School Age Director.	2/15/2026	

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10	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: The centers child tracking procedures were not followed on the day of the licensing visit when in the 4K-2nd grade room, 14 children were in care but only 13 children were marked on the tracking record.</p> <p>Repeat violation: Previously cited on 12/9/2024</p>	School Age Director Supervisor will review the Boys & Girls Club policy and procedure regarding child tracking with School Age Director and staff. Attendance will be tracked at the front door and individual classrooms.	12/15/2025	
11	<p>251.06(2)(a) Potential Source Of Harm On Premises</p> <p>Description: Loose cords were observed in the 3-5th grade room and the 4K-2nd grade room.</p>	Loose cords have been removed and no longer accessible to children. School Age Director Supervisor will review BGCGM policy and procedure regarding access to potentially harmful materials to children with the School Age Director to ensure materials are not accessible to children.	12/15/2025	
12	<p>251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills</p> <p>Description: There was no documentation that monthly fire drills were conducted for the months of January through September 2025 and there was no documentation that tornado drills were conducted April through September 2025.</p>	School Age Director Supervisor will review BGCGM policy and procedure with School Age Director and site staff to ensure drills are being implemented in accordance with BGCGM policy.	12/15/2025	

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13	<p>251.07(5)(a)5.a. Menus - Post</p> <p>Description: Menus of meals/snacks provided by the center shall be posted in the kitchen and in a conspicuous place accessible to parents. The menu posted for parents was not current, as it was menus for September 2025. **This was corrected during the monitoring visit**</p> <p>Repeat violation: Previously cited on 12/9/2024</p>	Menus have been posted.	12/15/2025	
14	<p>251.07(6)(dm)2. Medical Log - Pages & Entries</p> <p>Description: Medical log entries dated 5/13/25 and 5/29/25 were not signed or initialed by the person making the entry.</p> <p>Repeat violation: Previously cited on 12/9/2024, 11/28/2023</p>	School Age Director Supervisor will review the BCGGM policy and procedure regarding Medical Logs with site School Age Director and staff.	12/15/2025	
15	<p>251.094(4)(c) School-Age Program Leader - Training</p> <p>Description: The three individuals identified by the school-age director as being program leaders (Staff B, C, and E) have not completed the entry level training.</p>	School Age Director Supervisor will ensure a copy of staff educational qualifications is in their staff record.	12/15/2025	

NAME - Agency Worker
Kristin Lange, Daniel Noel

Date Issued
11/6/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Melinda Wyant Jansen

Date Signed
11/19/25