

<b>Date Correction Plan Due</b> 12/8/2025	<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 - Notre Dame School Of Milw		<b>Provider Number / Facility ID Number</b> 4000573254 / 026 - 2006643		
<b>Address - Facility (Street, City, State, Zip Code)</b> 1425 S 26Th St Milwaukee WI 532042513		<b>Telephone Number</b> 414-316-3305	<b>Date - Regulation Visit</b> 11/4/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(6)(a)6. <b>Child Record - Health History</b>  Description: Health history and emergency care plan information on file for Child #1 is incomplete. The form indicates Child #1 has asthma and uses an inhaler however information pertaining to signs or symptoms to watch for, steps the child care provider should follow, when to call parents regarding symptoms or failure to respond to treatment and when to consider the condition requires emergency medical care or reassessment has not been provided.	School Age Director Superior will review the BGCGM Child Record - Health History policy and procedure with site School Age Director and staff to ensure the health history form is complete.	1/8/2026	

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2	<p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Documentation of the days and hours worked by staff, and in which classroom when the person was included in the staff-to-child ratio is incomplete when staff hours have not been recorded in multiple observed classrooms during the monitoring visit.</p> <p>Repeat violation: Previously cited on 12/19/2023</p>	Staff days and hours worked will include what room staff are working to meet staff to child ratio.	1/8/2026	
3	<p>251.055(1)(a) <b>Supervision Of Children</b></p> <p>Description: Each child was not supervised by a child care worker who is within the sight &amp; sound of the children to guide the children's behavior and activities, prevent harm, and ensure safety. A 3 year old is not within the sight or sound of Staff E when he is observed across the cafeteria in the bathroom outside of the sight and sound of Staff E. A distraught 6 yr. old asking to go home is observed leaving a group of children in a hallway &amp; entering a classroom undetected by Staff F, who has left the group alone in the hallway &amp; is unaware the child has entered a classroom.</p> <p>WL 1/3/24, Order 7/17/24</p> <p>Repeat violation: Previously cited on 5/29/2024, 12/19/2023</p>	School Age Director Supervisor will ensure that site staff staff have been trained regarding the Boys & Girls Clubs policy and procedure for sight and sound supervision.	1/8/2026	

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4	<p>251.055(1)(f) <b>Child Tracking Procedure</b></p> <p>Description: The daily attendance record is used as the tool to ensure the number, names and whereabouts of children in care are known to the assigned child care workers at all times however this tracking method is not always adhered to. Children are brought from one classroom to another without tracking the transition. A teacher calls out a child on his list but is told by an enrolled child that the child has already left for the day.</p> <p>Included in a Warning Letter issued on 1/3/24, an Order issued on 4/4/24, and an Order/Forfeiture/Imposed Plan of Correction issued on 7/17/24.</p> <p>Repeat violation: Previously cited on 5/29/2024, 3/13/2024, 12/19/2023</p>	<p>School Age Director Supervisor will ensure that site staff have reviewed the Boys &amp; Girls Club policy and procedure regarding child tracking. Attendance will be tracked at the front door and individual classrooms.</p>	1/8/2026	
5	<p>251.055(2)(c) <b>Mixed-Age Group - Staff-To-Child Ratio</b></p> <p>Description: The staff-to-child ratio is observed to not be met for mixed-age groups of children when one staff member is alone caring for 25 children in one classroom and another staff member is alone caring for 22 children in another classroom.</p> <p>Included in a Warning Letter issued on 1/3/24, an Order issued on 4/4/24, and an Order/Forfeiture/Imposed Plan of Correction issued on 7/17/24.</p> <p>Repeat violation: Previously cited on 5/29/2024, 3/13/2024, 12/19/2023</p>	<p>Site will maintain the proper staff-to-child ratio. School Age Director will ensure site staff will review BCGGM policy and procedure regarding mixed age group - staff to child ratio</p>	1/8/2026	

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6	<p>251.055(2)(L) <b>Staff-To-Child Ratios - Non-Classroom Duties</b></p> <p>Description: Child care workers are not free from non-classroom duties when Staff B, who is needed to meet the staff-to-child ratio, is observed serving dinner to the approximately 105 children present in the cafeteria while Staff A provides care to a group of 26 school-age children in the cafeteria.</p>	School Age Director Supervisor will ensure that School Age Director and staff understand the BGCGM policy and procedure regarding Staff-to-Child Ratios for non classroom duties.	1/8/2026	
7	<p>251.06(7)(a) <b>Indoor Space - Square Footage Per Child</b></p> <p>Description: Children being cared for in Room 109 are not provided with at least 35 square feet of usable floor space. During the monitoring visit 32 children are observed being cared for in Room 109, a classroom licensed for no more than 20 children at one time due to square footage.</p> <p>Repeat violation: Previously cited on 3/13/2024</p>	School Age Director Supervisor will ensure Notre Dame staff understand the BGCGM policy and procedure regarding the number of children allowable per room. All rooms will follow the DCF approved number of children per room.	1/8/2026	
8	<p>251.07(1)(a) <b>Written Program Of Activities</b></p> <p>Description: Programming is not provided to all children. For example, children in Room 109 are instructed to draw a Christmas ornament on a sheet of paper for an art contest. No art supplies are provided and sheets of paper are not provided to all children because there is not enough paper. One child who is never provided with any paper is observed seated at his desk with his head down throughout the duration of the project.</p>	School Age Director Supervisor will ensure Notre Dame staff understand the BGCGM policy and procedure regarding written program of activities.	1/8/2026	

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9	<p>251.07(1)(e)2. <b>Child-Selected Activities</b></p> <p>Description: The program does not provide daily periods when a variety of experiences are concurrently available for the children to select their own activities. For example, in Rm 109 there is no ability for the children to select their own activities for the observed 3 hour duration of the program. After eating dinner children in Room 109 are instructed to sit at their desks, complete homework &amp; are then instructed to draw a Christmas ornament on a piece of paper for an art contest. After, they play a group game in the gym while awaiting dismissal. No play equipment is provided in any classrooms.</p>	School Age Director Supervisor will review the BGCGM policy and procedure with Notre Dame staff to ensure members have youth choice to select a variety of experiences.	1/8/2026	
10	<p>251.07(2)(b) <b>Policy - Child Guidance</b></p> <p>Description: The center failed to implement its written policy that provides for positive guidance and redirection when Staff F is heard repeatedly asking a 6 year old who is crying, upset and asking for her mother throughout the visit "Do I need to call mommy?" in a harsh tone and then tells the child in a harsh tone "Then you need to listen!" In a very loud, harsh tone Staff A states the following to a group of children "Hey, don't touch that screen! Don't do that! Separate! You keep your hands to yourself! Hey!"</p>	School Age Director Supervisor will ensure the BGCGM policy and procedure regarding appropriate communication and child guidance is understood with Notre Dame site staff.	1/8/2026	
11	<p>251.07(3)(b)2. <b>Equipment - Quantity For Indoors</b></p> <p>Description: None of the classrooms children are cared for in contain indoor play equipment throughout the duration of the visit.</p>	School Age Director Supervisor will ensure the BGCGM policy and procedure for indoor play is reviewed with site staff.	1/8/2026	

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12	251.07(5)(b)1. <b>Mealtime - Staff With Children</b>  Description: Dinner service was observed. Staff failed to sit at the table with the children during mealtime.	School Age Director Supervisor will review the BGCGM policy and procedure with School Age Director to ensure staff are aware of the policy and procedure.	1/8/2026	
13	251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b>  Description: A medication administration authorization form on file to administer an over the counter allergy medication to Child #2 is incomplete. The form does not contain the required start and end dates.	School Age Director Supervisor will review the BGCGM policy and procedure with School Age Director to ensure staff complete the medication administration authorization form.	1/8/2026	
14	251.095(2m)(b) <b>School-Age Care - Supervision Of Children Age 7 And Older</b>  Description: Each child 7 years of age and older was not supervised by a school-age program leader or child care teacher to guide the child's behavior and activities, prevent harm, and ensure safety when Staff A is observed facilitating a group game in which children run back and forth across the gym and tag each other. Licensor Slatten observes a child playing the game while running with a sucker in her mouth. No attempts are made by by Staff A or Staff B who are supervising the group to have the child remove the sucker from her mouth.	School Age Director Supervisor will ensure site staff review the BGCGM policy and procedure regarding supervision of children age 7 and older.	1/8/2026	

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**NAME** - Agency Worker  
Maureen Slatten

Date Issued  
11/21/2025

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

*Melinda Wyant Jansen*

Date Signed  
12/8/25