

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
4/22/2026

TO FILE A COMPLAINT CALL
262-446-7800

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, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center

Boys And Girls Club-Daniels-Mardak

Provider Number / Facility ID Number

4000573254 / 006 - 1010766

Address - Facility (Street, City, State, Zip Code)

4834 N 35Th St Milwaukee WI 53209

Telephone Number

414-578-1228

Date - Regulation Visit

4/1/2026

Rule/Statute Number
Noncompliance Statement

Correction Plan

Expected Completion Date
Verification Date

1

251.04(6)(a)1.

Child Record - Enrollment Information

Description: Enrollment forms for Child 1, 3 and 4 were incomplete. They lacked parent addresses and the place of employment/work numbers for parents.

The enrollment forms also lacked persons authorized to call for/receive child for Child #3 and 4.

The enrollment forms also lacked emergency contact information for Child 2, 3, and 4.

Repeat violation: Previously cited on 7/21/2025, 12/9/2024, 4/15/2024

All children will have complete enrollment information on file. School Age Director Supervisor will review BGGGM policy regarding Child Record - enrollment information with School Age Director and staff.

5/15/2026

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number		
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4834 N 35Th St Milwaukee WI 53209		414-578-1228	4/1/2026	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
			Verification Date	
2	<p>251.04(6)(a)4. Child Record - Field Trip Authorization Description: There was no indication of field trip/other off-site activity participation for Child 1, 4 or 5.</p>	BGCGM policy is to have a parent sign off for each individual field trip. BGCGM does not use a general blanket field trip authorization on the registration form. BGCGM will submit an exception for the general blanket authorization in favor for a policy that parents sign off on each individual field trip.	5/15/2026	
3	<p>251.04(6)(a)6. Child Record - Health History Description: The health history on file for Child #3 was incomplete.</p>	All children will have complete health history on file. School Age Director Supervisor will review BGCGM policy regarding Child Record - health history with School Age Director and staff.	5/15/2026	
4	<p>251.04(6)(b) Current, Accurate Daily Attendance Record Description: At the time of the licensing visit there were 16 children present, however, there were 17 signed in on the attendance record. The attendance record did not include the children s birthdates. Repeat violation: Previously cited on 7/21/2025, 4/15/2024</p>	School Age Director Supervisor will train site staff regarding the Boys & Girls Clubs policy and procedure for taking accurate daily attendance.	5/15/2026	
5	<p>251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff C did not have a health report on file. Repeat violation: Previously cited on 4/15/2024</p>	All staff will have their physical exam on file. School Age Director Supervisor will review the BGCGM policy regarding staff record - physical exams with the School Age Director.	5/15/2026	

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6 251.05(2)(a)5. Staff Record - High School Diploma Description: Staff B did not have documentation of a high school diploma in their file. Repeat violation: Previously cited on 4/15/2024	High School Diploma was submitted to DCF by the end of the business day of April 1st.	5/15/2026	
7 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: There was no documentation available of which classrooms the staff were included in the staff-to-child ratios.	School Age Director Supervisor will ensure that staff days and hours worked will include what room staff are working in what classrooms to meet staff to child ratio.	5/15/2026	
8 251.05(2)(a)8. Staff Record - Orientation Description: Staff E did not have an orientation on file.	Staff orientation for staff E was submitted to DCF by the end of the business day of April 1st.	5/15/2026	
9 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff C's Child Abuse and Neglect certificate was expired. Repeat violation: Previously cited on 7/21/2025	Staff will have their Child Abuse & Neglect - Biennial Training documented in staff file. School Age Director Supervisor will ensure that all staff will have proof of their training and / or schedule training to maintain current certification.	5/15/2026	

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10	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: A container of Lysol cleaning wipes was accessible to children in care. Repeat violation: Previously cited on 4/15/2024	Harmful materials 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 and staff to ensure materials are not accessible to children.	5/15/2026
			Verification Date

NAME - Agency Worker
Katrina Tarantino, Colleen Hanser

Date Issued
4/8/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
4/29/26