

Date Correction Plan Due 4/29/2026	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 - Northwest Catholic		Provider Number / Facility ID Number 4000573254 / 016 - 2004772		
Address - Facility (Street, City, State, Zip Code) 7140 N 41St St Milwaukee WI 532092235		Telephone Number 414-396-3064	Date - Regulation Visit 3/19/2026	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)1. Child Record - Enrollment Information Description: The file for Child 2 lacked complete enrollment information upon licensing review. The file lacked information pertaining to authorized persons and emergency contacts. A Notice of Order was issued October 30, 2024; A Notice of Order and Forfeiture was issued January 3, 2025; and A Notice of Order and Forfeiture was issued August 11, 2025. Repeat violation: Previously cited on 5/22/2025, 12/10/2024, 9/12/2024	All children will have complete enrollment information on file. School Age Director Supervisor will review BGCGM policy regarding Child Record - Enrollment Information with School Age Director.	5/15/2026	

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2	<p>251.05(2)(a) Staff Record - Maintenance & Availability</p> <p>Description: There was no file available for Staff A during licensing visit. Staff A was stated to not be a regular staff member,. Staff's original location was not open on the day of visit, and they were unable to send Staff A's file within 2 hours. A Notice of Order was issued October 30, 2024.</p> <p>Repeat violation: Previously cited on 9/12/2024</p>	School Age Director Supervisor will ensure that child records will be accessible to DCF.	5/15/2026	
3	<p>251.05(2)(a)1. Staff Record - Personal Information</p> <p>Description: The file for Staff E lacked a staff record form upon licensing review. Staff E has been employed since February 2026.</p> <p>A Notice of Order was issued October 30, 2024; A Notice of Order and Forfeiture was issued August 11, 2025; and a Notice of Order/Forfeiture/Imposed Plan of Correction was issued November 21, 2025.</p> <p>Repeat violation: Previously cited on 10/23/2025, 5/22/2025, 9/12/2024</p>	All staff will have their required personal information contained in the staff file. School Age Director Supervisor will review BGCGM policy regarding Staff Record - Personal Info with the School Age Director	5/15/2026	

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4	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: The files for Staff D, Staff E, and Staff F lacked documentation of staff qualifications upon licensing review.</p> <p>A Notice of Order was issued October 30, 2024; A Notice of Order and Forfeiture was issued August 11, 2025; A Notice of Order/Forfeiture/Imposed Plan of Correction was issued November 21, 2025.</p> <p>Repeat violation: Previously cited on 10/23/2025, 5/22/2025, 9/12/2024</p>	<p>All staff will have proof of educational qualifications contained in the staff file. School Age Director Supervisor will review BGCGM policy regarding educational qualifications on file with the School Age Director</p>	6/15/2026	
5	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Center lacked accurate documentation of staff days and hours worked and in which classroom upon licensing review. Center binders contained sheets to document staff in and out and with which group, forms were not completed on the day of licensing visit.</p> <p>Repeat violation: Previously cited on 10/23/2025, 5/22/2025, 9/12/2024</p>	<p>Staff days and hours worked will include what room staff are working to meet staff to child ratio. School Age Director Supervisor will review the BGCGM policy and procedure regarding staff record - days & hours worked.</p>	5/15/2026	
6	<p>251.05(3)(b) Abusive Head Trauma Prevention Training</p> <p>Description: The files for Staff D, Staff E, and Staff F lacked documentation of staff having completed Abusive Head Trauma Prevention Training upon review.</p> <p>Repeat violation: Previously cited on 10/23/2025, 5/22/2025</p>	<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.</p>	5/15/2026	

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7	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: The files for Staff A and Staff B lacked documentation of Child Abuse and Neglect prevention training as documented in an Imposed Plan of Correction issued in November 2025.</p> <p>A Notice of Order was issued October 30, 2024; A Notice of Order and Forfeiture was issued January 3, 2025; A Notice of Order and Forfeiture was issued August 11, 2025; and a Notice of Order/Forfeiture/Imposed Plan of Correction was issued November 21, 2025.</p> <p>Repeat violation: Previously cited on 10/23/2025, 5/22/2025, 12/10/2024, 9/12/2024</p>	School Age Director Supervisor will ensure a copy of child abuse & neglect training verification is included in staff file records.	5/15/2026
8	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: The Department was unable to verify the staff working with children at the time of visit were qualified. Each group of children was not supervised by a teacher at the time of licensing visit.</p> <p>A Notice of Order was issued August 11, 2025.</p> <p>Repeat violation: Previously cited on 5/22/2025, 9/12/2024</p>	The School Age Director Supervisor will complete a training with site staff regarding the Boys & Girls Clubs policy and procedure regarding classroom supervision.	5/15/2026

NAME - Agency Worker
Kayla Sands

Date Issued
4/15/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed