

Date Correction Plan Due 3/14/2019	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 Brooks Quality Learning Child Care		Provider Number / Facility ID Number 7000571887 / 001 - 1007644	
Address - Facility (Street, City, State, Zip Code) 5027 N 66Th St Milwaukee WI 53218		Telephone Number 414-466-5367	Date - Regulation Visit 2/15/2019
<p>RECEIVED STATE OF WISCONSIN MAR 11 2019 SOUTHEASTERN REGIONAL OFFICE DCF DECE BECR</p>		Correction Plan	<p>Expected Completion Date</p> <p>Verification Date</p>
1	<p>250.04(5)(d) Staff File - Days, Hours Worked</p> <p>Description: Staff days and hours worked were inaccurately documented upon licensing arrival. Licensee stated she is the sole provider of transportation, no hours were documented when staff was transporting children.</p>	<p>Staff days and hours worked have been documented accurately in the past accurately, and will be documented accurately in the future.</p>	<p>2/16/2019</p>
2	<p>250.04(5)(j) Staff File - Continuing Education</p> <p>Description: Staff failed to provide documentation of required continuing education; only 3.5 hours of education was documented.</p> <p>A Warning Letter was issued March 2, 2018.</p> <p>Repeat violation: Previously cited on 2/15/2018, 3/9/2017</p>	<p>Continuing Education documentation was mailed to the Registry. I will make copies and have on file during next visit.</p>	<p>2/16/2019</p>

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3	250.04(6)(c) Medical Log Book - Maintenance Description: The medical log book contained skipped lines between entries, upon licensing review. Repeat violation: Previously cited on 3/9/2017	Lines will no longer be skipped when medical logs are documented	2/16/2019
4	250.06(2)(e) Potential Source Of Harm On Premises Description: The premise was not free from hazards or potential sources of harm at the time of licensing visit. Cords were observed hanging from the phone, accessible to children. A gap was observed on the bottom of the outside fence post, creating a potential entrapment hazard.	Phone has been placed next to the phone outlet. Cords are no longer visible. Gap on outside fence	3/2/2019 5/1/2019
5	250.06(5) Premises, Furnishings, Equipment - Condition & Repair Description: The premise was not maintained in a sanitary condition and in good repair at the time of licensing visit. The wall and drywall in the bathroom, near the toilet, was flaking and accessible to children. A wire box was hanging off the wall in the babyroom, accessible to children.	Was due to weather gap will be fixed when the weather breaks Dry wall in Bathroom was replaced and painted. Phone outlet (wirebox) is now mounted on the wall accurately.	3/4/2019

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6	250.06(7)(b)2. Toilet Room Door Locks Description: The bathroom door was observed with a working lock, the opening device was not readily accessible at the time of visit.	Bathroom door handle locks the door does not. Handle has been replaced.	3/1/2019
7	250.07(6)(f)1.a. Medication Administration - Parent Authorization Description: Medications were observed in the infant closet without current authorizations.	Medication container has been thrown away.	2/16/2019
8	250.08(4)(b) Vehicle Inspection Description: Center failed to provide a vehicle inspection on the required Department form, providing evidence of vehicle's safe operating condition. A Warning Letter was issued March 2, 2018. Repeat violation: Previously cited on 2/15/2018, 3/9/2017	Vehicle Inspection was not written out on the state form. State form will be filled out on at the next visit.	4/1/2019

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9	250.09(1)(c)2. Infant & Toddler - Crib & Playpen Mattresses Description: A pack-N-play observed in the infant area did not have a tight fitting mattress or sheet at the time of licensing visit. A child was observed in the pack-N-play upon licensing arrival. Repeat violation: Previously cited on 2/15/2018	Pack - N - Play was replaced.	2/17/2019
10	250.09(1)(c)5. Infant & Toddler - Use Of Safety Gates Description: A safety gate was not provided at the bottom of an open stairway. Children were present in the room and awake.	Safety gate is now provided at the bottom of the stairway.	2/15/2019
11	250.09(3)(b) Infant & Toddler - Food & Formula Brought From Home Description: Food and formula brought from home was not labeled and dated upon review. Formula containers were labeled with childrens names but not dated.	Food And Formula is now dated.	2/16/2019
12	250.09(3)(j) Infant & Toddler - Care During Feeding Description: Children were located in highchairs without the required safety straps.	Safety Straps are being used on highchairs.	2/16/2019

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13	250.09(4)(b) Infant & Toddler - Diaper Changing Surface - Disinfection Description: The diaper changing surface was not cleaned using a two step process, only one step was used while cleaning.	Two Step process is being used.	2/16/2019
14	250.09(4)(c) Infant & Toddler - Diaper Changing Surface - Safety Description: Children were left unattended on the changing table at the time of licensing visit. Staff placed child's wipes on a shelf while changing, staff walked away from child on the changing table to get wipes.	Wipes are under the changing top table for use.	2/16/2019
15	250.09(4)(f) Infant & Toddler - Provider Handwashing When Diapering & Toileting Description: Staff did not wash their hands between each diaper change.	"All staff" Hands are washed between each diaper change	2/15/2019
16	250.09(4)(i) Infant & Toddler - Child Handwashing After Diapering Description: Children's hands were not washed after being changed.	"All children" Hands are washed after being changed.	2/15/2019

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NAME - Certification Worker / Licensing Specialist
Kayla Sands, Janette Cromell

Date Issued
2/28/2019

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

3-7-2019