

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
3/19/2024

**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 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**

Nat'l Ctrs For Lrning Excellnc Inc

**Provider Number / Facility ID Number**

2000577942 / 002 - 1006472

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

N4w22000 Bluemound Rd W Waukesha WI 531868755

**Telephone Number**

262-548-8080

**Date - Regulation Visit**

2/21/2024

**Rule/Statute Number  
Noncompliance Statement**

1

251.04(2)(h)  
**Policies Submitted & Implemented**

Description: A staff member did not follow center policy regarding a child coming to the center with an injury.

**Correction Plan**

The centers policy was reviewed with the staff member involved.

**Expected  
Completion Date**

2/22/2024

**Verification  
Date**

2

251.05(3)(gr)3.a.  
**Meal Prep Personnel - Training**

Description: Staff D does not have documentation of 4 hour required training prior to starting work as a cook.

Staff D was registered for a 4-hour training that meets the requirements. The training is titled "Food Service Orientation and Training"

Training to be completed by 3/22/2024

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Nat'l Ctrs For Learning Excellnc Inc		2000577942 / 002 - 1006472		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
N4w22000 Bluemound Rd W Waukesha WI 531868755		262-548-8080	2/21/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
			Verification Date	
3	<p>251.06(2)(d)  <b>Access To Materials Potentially Harmful To Children</b>            Description: There was a container of disinfectant wipes on top of shelf accessible to children.</p> <p>There was a container of disinfectant wipes accessible to children on a bus.</p> <p>There was cleaning supplies accessible to children on a bus.</p> <p>All these items stated keep out of reach of children.</p> <p>All of these items were removed during the visit.</p>	<p>Staff involved directly were reminded of the importance of keeping potentially harmful materials out of the reach of children</p> <p>All staff were reminded of the importance of keeping potentially harmful materials out of the reach of children</p>	<p>Items removed and staff involved reminded 2/21/2024</p> <p>All staff reminded at a meeting 2/27/2024</p>	
4	<p>251.07(4)(e)  <b>Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</b>            Description: The cover used to cover the individual sheets stored on the cot does not fit two separate stacks of cots. Because of this bedding was exposed and accessible to children, therefore not storing bedding in a sanitary manner.</p>	<p>Clean boxes were placed on the bottom of the mat racks which raised the mats so that the cover being used completely covers all bedding.</p>	2/26/2024	

**NAME** - Agency Worker  
Sara Cooney

Date Issued  
3/5/2024

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

Lisa S. Smith Director of Head Start Child Development Services

Date Signed  
3/8/2024