

<b>Date Correction Plan Due</b> 8/15/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-361-7700
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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> Key To Life Christian Childcare		<b>Provider Number / Facility ID Number</b> 6000582226 / 001 - 1011649		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3915 Sandy Ln Weston WI 544761667		<b>Telephone Number</b> 715-359-5451	<b>Date - Regulation Visit</b> 7/19/2024	
	<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)8.b. <b>Child Record - Physical Exam - Over 2, Under 5</b>  Description: Child 1 did not have record of a current health report on file.	<i>We will have the doctor send over a new health report</i>	<i>Sept. 2024</i>	
2	251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: Staff files were locked in the director's office and unavailable for review.	<i>Management staff have access to my office. File kept here in my desk drawer which is unlocked.</i>	<i>Sept. 2024</i>	

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3	<p>251.05(2)(a)2. <b>Staff Record - Completed Background Check</b></p> <p>Description: The center was notified in November 2023 that if Staff B, a non-caregiver employee, had unescorted access to the center, they would need a background check. The center did not complete the background check for Staff B until July 2024. Staff B, a non-caregiver employee, was found ineligible to work at the child care center after completing a background check and continued to work in the center during licensed child care hours with children present.</p> <p>Repeat violation: Previously cited on 9/8/2023</p>	<p><i>Staff receives background final eligibility before entering classroom.</i></p> <p><i>Staff B only comes in now after hours or weekends to work on projects</i></p>	<p><i>Sept.</i></p> <p><i>2024</i></p>	
4	<p>251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b></p> <p>Description: Staff C and D did not have record of a current CPR certificate on file.</p> <p>Repeat violation: Previously cited on 4/12/2023</p>	<p><i>Staff C is renewing and getting new card.</i></p> <p><i>Staff D card is current and attached</i></p>	<p><i>Sept</i></p> <p><i>2024</i></p>	
5	<p>251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b></p> <p>Description: Staff A did not have verification of Assistant Teacher qualifications prior to assuming the position and had been acting in the role for approximately 6 months.</p> <p>Repeat violation: Previously cited on 9/8/2023</p>	<p><i>This staff is no longer employed at our center.</i></p>	<p><i>Sept</i></p> <p><i>2024</i></p>	

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<p>6 251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b></p> <p>Description: An authorization for four medications in the School-Age 1 Classroom did not contain authorization dates.</p> <p>Two authorizations in the Toddler 2 Classroom did not contain time intervals, authorizations dates, and/ or the child's date of birth.</p> <p>Two authorizations in the Toddler 1 Classroom did not contain the authorization dates.</p> <p>One authorization in the Preschool Classroom required a doctor consultation for continued use after 7 days and a doctor was not consulted.</p> <p>Repeat violation: Previously cited on 2/27/2024, 9/8/2023</p>	<p>Staff and management team members will do a retrain on proper filling out of med forms. Forms were corrected 7/19/24 prior to close</p>	<p>Oct. 2024</p>	
<p>7 251.07(6)(f)1.b. <b>Medication Administration - Containers &amp; Labeling</b></p> <p>Description: Two medications in the Toddler 2 Classroom were not labeled with the child's name and in the original containers with dosage and administration directions.</p> <p>Repeat violation: Previously cited on 9/8/2023</p>	<p>Staff members will be retrained and management at our Oct. Staff Meeting. Corrections made 7/19/24 prior to close.</p>	<p>Oct 2024</p>	

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8	251.07(6)(i)1. <b>Washing Child's Hands &amp; Face</b>  Description: Per interview, staff in the Infant 1 Classroom are using wipes that do not contain soap to wash the hands of children under the age of 1 year old.	<i>This classroom will now wash hands at sink with soap &amp; water.</i>	<i>Sept. 2024</i>	
9	251.09(1)(h) <b>Infant &amp; Toddler - Crib Space Requirement</b>  Description: Cribs in the Infant 2 Classroom were not spaced 2 feet apart while children were sleeping in them.	<i>Staff were trained to space cribs 2 ft apart</i>	<i>Sept 2024</i>	

**NAME - Agency Worker**  
Heather Struck

**Date Issued**  
7/31/2024

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

*Epy Young*

**Date Signed**

*8/9/24*