

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 3/5/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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 202.085, 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. 48.637. 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 Silver Maple Daycare		Provider Number / Facility ID Number 8000584088 / 001 - 1013647	
Address - Facility (Street, City, State, Zip Code) 5190 S 18Th Ave West Bend WI 53095		Telephone Number 262-674-1184	Date - Regulation Visit 2/13/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.05(2)(a)2. Staff Record - Completed Background Check Description: Based upon review on February 13, 2024, Staff Member B of the Staff Record Checklist did not have eligible child care background check results on file prior to working with children in care. Based upon review on February 13, 2024, Staff Member C of the Staff Record Checklist did not have a child care background check completed prior to working with children in care. Repeat violation: Previously cited on 12/20/2022, 7/22/2022	background check was done but not submitted in portal correctly. Another background check was done for Staff B on 2/14/24 - Staff C renewed her background check on 2/19/24	2/14/24 2/19/24

Name - Certified Operator / Licensed Center Silver Maple Daycare		Provider Number / Facility ID Number 8000584088 / 001 - 1013847		
Address - Facility (Street, City, State, Zip Code) 5190 S 18Th Ave West Bend WI 53095		Telephone Number 262-674-1184		Date - Regulation Visit 2/13/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
2	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: Based upon review on February 13, 2024, Staff Member A and C of the Staff Record Checklist did not have documentation of a physical examination on file within 30 days of hire.</p> <p>Repeat violation: Previously cited on 6/28/2023, 4/19/2023</p>	<p>Staff A is no longer at the center</p> <p>Staff C will complete physical by 3/29/24</p>	3/29/24	
3	<p>251.05(2)(a)4.d. Staff Record - Educational Qualifications</p> <p>Description: Based upon review on February 13, 2024, Staff Member B of the Staff Record Checklist did not have any education qualifications on file when they were used as an assistant teacher on the day of the visit.</p> <p>Based upon review on February 13, 2024, Staff Member C of the Staff Record Checklist did not have any lead teacher qualifications on file when they were used as a lead teacher on the day of the visit.</p> <p>Repeat violation: Previously cited on 9/19/2023, 6/28/2023, 4/19/2023, 12/20/2022</p>	<p>Staff B has completed and turned in qualifications</p> <p>Staff C has submitted college transcripts to the registry for review</p>	<p>2/24/24</p> <p>4/1/24</p>	
4	<p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Based upon review on February 13, 2024, Staff Member C of the Staff Record Checklist was used as a lead teacher during the visit and did not have documentation of a high school diploma or its equivalent on file.</p> <p>Repeat violation: Previously cited on 6/28/2023, 4/19/2023</p>	<p>Staff C's H.S. diploma and college transcripts are on file</p>	2/19/24	

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5	251.05(2)(a)8. Staff Record - Orientation Description: Based upon review on February 13, 2024, Staff Member C of the Staff Record Checklist did have orientation documentation on file.	Staff C has a new orientation on file	2/16/24	
6	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Based upon review on February 13, 2024, Staff Member B and C of the Staff Record Checklist did not have documentation of completing Abusive Head Trauma Prevention Training on file. Repeat violation: Previously cited on 12/20/2022, 10/18/2022	Staff B & C have Abusive head trauma Prevention Training on file - All staff took a refresher course	2/21/24	
7	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Based upon review on February 13, 2024, Staff Member B and C of the Staff Record Checklist did not have documentation of completing Infant/child CPR on file within three months of beginning to work with children. Repeat violation: Previously cited on 9/19/2023, 6/28/2023, 4/19/2023, 12/20/2022, 7/22/2022	Staff B had a CPR Certificate in her file Staff C renewed her CPR	— 2/23/24	

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8	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Based upon review on February 13, 2024, Staff Member A of the Staff Record Checklist did not have documentation of completing the biennial child abuse and neglect training on file.</p> <p>Repeat violation: Previously cited on 6/28/2023, 12/20/2022, 10/18/2022, 7/22/2022</p>	<p>Staff A is no longer at the center</p>	<p>2/15/24</p>	
9	<p>251.05(3)(gr)3.a. Meal Prep Personnel - Training</p> <p>Description: Based upon review on February 13, 2024, Staff Member B of the Staff Record Checklist did not have documentation of completing at least 4 hours of training in kitchen sanitation, food handling, and nutrition on file prior to beginning work as the cook.</p>	<p>Staff B has a certificate on file</p>	<p>3/6/24</p>	
10	<p>251.055(1)(b) Supervision - Teacher Per Group Of Children</p> <p>Description: Based upon observation on February 13, 2024, Staff Member C of the Staff Record Checklist was not teacher qualified and was working alone in the Jungle Room with 3 children under the age of 2 years.</p> <p>Repeat violation: Previously cited on 9/19/2023, 6/28/2023, 12/20/2022, 10/18/2022, 7/22/2022</p>	<p>Staff C has submitted her LPN transcripts to the registry for review</p>	<p>4/1/24</p>	

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11	251.09(1)(e) Infant & Toddler - Provider Training Description: Based upon review on February 13, 2024, Staff Member C of the Staff Record Checklist was working alone in the Jungle Room with 3 children under the age of 2 years and did not have documentation of completing training in infant and toddler care.	Staff C has completed her infant toddler training	3/5/24	

NAME - Agency Worker
Jamie Brandt

Date Issued
2/21/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

3/5/24