

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

Date Correction Plan Due 11/15/2024	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 Steam Academy Llc		Provider Number / Facility ID Number 4000591204 / 001 - 2006370		
Address - Facility (Street, City, State, Zip Code) 5806 W National Ave West Allis WI 532143446		Telephone Number 414-817-2376	Date - Regulation Visit 10/22/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(a)6m. Child Record - Immunization History Description: Child 3 does not have immunization history on file and has been attending the center for more than 30 days. Repeat violation: Previously cited on 9/22/2023	<i>child 3's mom has been notified that immunization record needs to be completed as of</i>	11-08-2024	
2	251.04(6)(b) Current, Accurate Daily Attendance Record Description: Attendance was not current and accurate on the day of the licensing visit. There were 12 children in care but only 11 children signed in.	<i>child 12 came seconds before allowing licenser in. In the future I will wait to answer the door until I have completed my sign in for the child that had just arrived all children are signed in immediatley upon entry</i>	10-29-24	

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3	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B does not have documentation of a completed physical examination on file. Staff B started working in March 2024 and would have needed a completed report within 30 days.	Staff B has a current physical and TB appt on 11-22-24 the center owner will email a copy by 11-29-24	11-29-24	
4	251.05(2)(a)5. Staff Record - High School Diploma Description: Staff B and Staff D do not have documentation of a high school diploma or its equivalent at the time of the monitoring visit.	Staff high school diploma has been submitted to the registry waiting on updated registry training list. Second staff member has verified high school diploma on file with the registry a copy of it in her file	11-18-24	
5	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: The center lacked documentation of days and hours worked, and in which classroom, when staff are used to meet staff-to-child ratio. Repeat violation: Previously cited on 11/27/2023	All staff hours are recorded daily on the child care attendance sheet each staff member will be required to sign in on classroom tracking sheets as well daily I will keep in a folder	10-23-24	

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6	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff D does not have documentation of a current biennial child abuse and neglect training. The training on file was taken May 2022.</p> <p>Repeat violation: Previously cited on 9/22/2023</p>	<p><i>Training has been completed as of</i></p>	<p><i>11-08-2024</i></p>	
7	<p>251.05(3)(g)1. Assistant Child Care Teacher - Supervision</p> <p>Description: Staff B working alone in the Little Jungle room, was not working under the supervision of a child care teacher, as required.</p>	<p><i>Staff B's other teacher stepped away to retrieve a child center's owner stayed with in sight and sound to assist staff B diploma has been submitted to the Registry waiting on response</i></p>	<p><i>10-22-2024</i> <i>10-23-2024</i></p>	
8	<p>251.05(3)(gr)3 a. Meal Prep Personnel - Training</p> <p>Description: Staff E, identified as the meal prep personnel, does not have documentation of completing the annual 1 hour training in kitchen sanitation, food handling, and nutrition.</p>	<p><i>Food training will be completed by</i></p>	<p><i>11-18-2024</i></p>	

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9	251.055(1)(a) Supervision Of Children Description: Sight and sound supervision was not maintained during the licensing visit. Several children were observed leaving the classroom and walking throughout the center without direct adult supervision.	Staff was reminded that each child shall be escorted to the restrooms by a teacher to ensure sight and sound.	10-23-2024	
10	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: On 10/22/24, a group of 7 children in the Little Jungle room were not supervised by a qualified child care teacher.	The center owner (myself) was the lead teacher was assisting licensing as well as trying to maintain sight and sound for proper ratio. As of 11-11-24 an additional lead teacher has been hired to fill in this ratio.	11-11-24	
11	251.055(1)(f) Child Tracking Procedure Description: The center's child tracking procedures were not followed when on 10/22/24, a child was observed in the infant room but was tracked in the preschool room and an infant being cared for in the school age room was not being tracked.	A child originally in the preschool area ran over to the infant room and was followed immediately and brought back to class. Center's owner will be putting up another gate to encourage kids to stay in their preschool area.	10-25-2024	

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12	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: On 10/22/24, there were 5 infants, under the age of 2 years in age, with 1 teacher. Staff to child ratio for this age is 1:4. **This was corrected during the monitoring visit when a second staff member transitioned into the infant room**	<i>I will continue to keep a close eye on number of infants (2 and under's) in classroom, waiting for a response from the Registry to ok staff High School diploma to ensure staff ratio</i>	<i>10-23-2024</i>	
13	251.06(11)(b)4. Outdoor Play Space - Minimum Total Space Description: The outdoor play space, which measures 376 square feet, does not meet the minimum space requirements. The minimum space required is at least 750 square feet or not less than 1/3 of the number of children for which the center is licensed. Repeat violation: Previously cited on 11/27/2023	<i>Center's off site playground was granted and center owner wasn't aware. However the playground area and fencing has been previously granted for approval by DCF with previous licensor Tameka T.</i>	<i>10-23-2024</i>	
14	251.06(11)(b)7. Outdoor Play Space - Enclosure Description: Several parts of the fence had a gap greater than 4 inches in the outdoor play space.	<i>The gap in the gate will be filled in by and monitored weekly</i>	<i>11-15-2024</i>	

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15	251.06(2)(a) Potential Source Of Harm On Premises Description: Several cords were hanging loose throughout the center and accessible to children.	The baby monitor cord, and the landline telephone cords were taped to the wall the tape was falling off not sticking causing loose cords center owner has covered the cords with cords covers.	11-11-2024	
16	251.06(9)(g)1.b. Meal Preparation Staff - Clothing, Hair Restraints Description: On the day of the monitoring visit, staff E, identified as the cook, was not wearing an effective hair restraint while preparing lunch.	All staff that are food servers will complete training and will be provided with and required to wear hair restraints with every serving	10-25-24	
17	251.07(5)(b)5. Eating Surfaces - Cleaned, Sanitized Description: High chairs were not sanitized prior to lunch being served.	High chairs were sanitized with soap and water and bleach and water before servings	10-22-24 10-22-24	
18	251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: The medical log book was not reviewed in the last 6 months.	I the centers burner will ensure to renew the center's medical log every 6 months and ensure to sign and date it when completed	10-23-24	

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19	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: In the infant room, a container of baby formula was open but was not labeled with the child's name on it.	Currently only have 1 infant enrolled in which the formula was also sent that morning til staff has been reminded to ensure name of infant and the date is on the can.	10-23-2024	

NAME - Agency Worker
Kristin Keck, Sara Cooney

Date Issued
10/30/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Christy Ware

Date Signed

11-14-2024

DCF-F-CFS0284-E (R.06/2011)