Date Correction Plan Due	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	STATE OF WISCONSIN
4/17/2024		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	Provider Number / Facility ID Number
The Nurturing Nook Glendale	9000591579 / 001 - 2006779

Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Regulation Visit
4425 N Port Washington Rd Glendale WI 532121082	414-961-1482	3/28/2024

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: Staff C was missing documentation of a physical exam.	Working with staff & Concentra to schedule staff for their employee physicals in a more timely manner.	5.15.24	
	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Staff hours were not accurate in the Fireflies room when a staff person had not signed out of the room.	The process was reviewed with class room staff. Administrators are doing spot checks to ensure accuracy.	4.3.24	

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	Rule/Statute Number **Noncompliance Statement**	**Correction Plan**	**Expected Completion Date**	**Verification Date**
3	251.06(2)(d) **Access To Materials Potentially Harmful To Children** Description: In the Rising Stars room, disinfectant solution was accessible on the changing table, sunscreens labeled "keep out of reach of children" were accessible in an unlocked drawer, and diaper ointments and hairspray also labeled "keep out of reach of children" were accessible in an unlocked drawer on the changing table.	Relocated items marked "Keep out of Reach of Children" to a higher shelf & locked cabinet	4.3.2024	
4	251.07(6)(dm)3.c **Medical Log - Medication Administration** Description: A medication given on 3/12 was not documented in the medical log book in the Rising Stars room.	Reviewed Med Log issues with staff. Administrators spot checking entries.	4.3.2024	
5	251.07(6)(f)1.a. **Medication Administration - Parent Authorization** Description: A medication authorization in the Rising Stars room was not dated and signed by the parent.	Reviewed Medication Authorizations throughout the center. Each new medication Authorization requires an admin to review & initial	4.3.2024	
6	251.09(3)(a)2. **Infant & Toddler - Food & Formula Brought From Home** Description: Three bottles in the Bunny room were not dated.	Reviewed with all infant Staff immediately. Implementing new Infant Feeding Policy	3.28.2024 5.6.2024	

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NAME - Agency Worker
Cindy Matuszak

Date Issued
4/3/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Donna Hrubecki

Date Signed
4.26.2024