

Date Correction Plan Due 5/28/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 608-422-6765
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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 Kindercare Learning Center		Provider Number / Facility ID Number 0000580590 / 037 - 120609		
Address - Facility (Street, City, State, Zip Code) 2017 Londonderry Dr Madison WI 53704		Telephone Number 608-249-3393	Date - Regulation Visit 5/6/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: The center did not maintain a current, accurate written record of the daily attendance of each child and the actual arrival time of each child when there were five toddlers in the Toddler Room and only four toddlers were signed in.</p> <p>Additionally, there were 13, 3-and 4-year-old children in one classroom, and only eight children were signed in on the daily attendance record.</p> <p>Repeat violation: Previously cited on 5/3/2023, 8/1/2022</p>	<p>All staff has taken CSR training provided by our company. Staff has been informed during our scheduled staff meeting on 5/22/24, that CSR's will be checked twice daily by management for completion and accuracy.</p> <p>Note: The staff member that was in ration that day when all 13 children were not signed in has been verbally informed that ALL children should signed in accordingly upon drop off to their class room.</p>	6/1/2024	

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2	251.05(2)(a) Staff Record - Maintenance & Availability Description: The licensee did not maintain a file on each employee when Staff C did not have any records on file and according to the assistant director, it was the employee's first day of hire.	Staff C file has been updated and is available upon request.	5/20/2024	
3	251.05(2)(a)1. Staff Record - Personal Information Description: A staff record with the employee's address, date of birth, education, previous work experience in childcare, and emergency contact information were not recorded when Staff A did not have a record of personal information.	Staff A file has been updated with emergency and work history information using the required staff record form.	5/20/2024	
4	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Each childcare worker did not have training on preventing abusive head trauma when Staff A did not have a document of completion of a department approved training on appropriate way to manage crying, fussing, and distraught children.	All staff has record of abusive head trauma training. Certifications have been placed in all files.	5/24/2024	

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5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: All employees in regular contact with children did not maintain a current certification of completion for infant and child cardiopulmonary resuscitation and automated external defibrillator use when Staff B's CPR certificate expired in July 2023. Repeat violation: Previously cited on 10/24/2023	Any staff without required CPR training as of 5/6/2024, has been scheduled for a CPR training class for June 2024. Staff files will be updated upon completion of training.	6/14/2024	
6	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Each employee did not have the biennial training on child abuse and neglect reporting within one week after beginning work and at least every 2 years when Staff B's start date was November 15, 2023 and Staff B did not have documentation of completing the required training. Repeat violation: Previously cited on 5/3/2023	Staff B has taken the required mandated reporter training as of 5/20/2024. Certification has been added to Staff B's file.	5/24/2024	
7	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: A child care teacher did not have the required entry-level training prior to assuming the position when Staff A did not complete Fundamentals of Infant and Toddler Care, Skills and Strategies for the Child Care Teacher, or Introduction to the Child Care Professions and they were working as a teacher in the infant room.	Staff A has received both Infant/Toddler and Skills & Strategies books for completion. As of 5/1/2024 Staff A has completed Intro to Childcare and is now working on Infants/Toddlers book.	6/30/2024	

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8	<p>251.055(2)(b) Staff-To-Child Ratios - Minimum</p> <p>Description: The ratio of childcare workers to children was less than the minimum number of childcare workers to children when the toddler room had five toddlers and one teacher, and the approved ratio is 1:4.</p> <p>Repeat violation: Previously cited on 5/3/2023</p>	All staff has been trained and informed of the importance of staff-to-child ratios. During our scheduled staff meeting on 5/22/2024, staff and management discussed the plan going forward to assure that everyone is following licensing rules when it comes to staff/child ratio. We discussed how it important is to for the safety and well being of the children and the staff.	5/24/2024	
9	<p>251.06(10)(dm)1. Washrooms - Sanitary Conditions</p> <p>Description: Toilet rooms and fixtures were not in sanitary condition when three toilets had dirty, dark water in them.</p> <p>Additionally, there was toilet paper pieces on the bathroom floors next to the toilet. The floors were dirty and unsanitary.</p>	Teachers have been made aware of the health and safety expectations. Staff have been made aware that ALL bathrooms are to be cleaned and sanitized daily.	5/24/2024	
10	<p>251.06(10)(f) Bathroom Supplies</p> <p>Description: Bathroom supplies were not accessible to children using the facilities when there wasn't any paper towel in the school age bathroom.</p>	All teachers have been informed that supplies are to be stocked and readily available to the children next day. This was discussed during our scheduled staff meeting 5/22/2024.	5/24/2024	

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11	251.06(2)(gm) Premises - Well Drained, Clean, In Good Repair Description: The premises was not clean and in good repair when there were food crumbs and pieces of gravel on the Toddler Room and 3-year-old room floors. Additionally, there was broken tile on the wall in the school age bathroom.	Teachers have been informed of the importance of the health and safety throughout the center. Classrooms cleanliness has been discussed during our staff meetings.	5/24/2024	
12	251.06(3)(b)1. Emergencies - Routes And Shelter Areas Posted Description: The fire evacuation route, and shelter area were not posted when the 3-year-old room did not have the evacuation route and shelter area posted.	The fire evacuation route and shelter area has been posted in our preschool classroom near the outside exit door.	5/20/2024	
13	251.06(4)(d) Exits & Passageways - Unobstructed, Minimum Width Description: Exits and exit passageways did not have a minimum clearance of three feet when the exit in the Infant room was obstructed by a rocking chair and small toy box which were directly in front of the exit.	Infant exit has been cleared of any debris or clutter. Infant teachers has been informed to be certain that the exit door stays clear in case of an emergency.	5/6/2024	5/13/2024

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14	<p>251.07(1)(d) Daily Routines</p> <p>Description: Routines such as toileting and eating and intervals between activities were not planned to avoid keeping children in assembled in large groups when children were observed running around a classroom, screaming and yelling, and climbing on top of the classroom play structure.</p> <p>Additionally, according to the daily schedule, breakfast is scheduled to be served between 8:30-9:00am. At 9:00am breakfast was still not served to the children in the school age room.</p>	<p>My AD and I have discussed this concern regarding this certain situation. We have asked all lead teachers to be certain that their co teacher has knowledge of each classrooms daily schedule and lesson plans. It has been discussed with all staff the importance of having a daily schedule ready to be implemented at all times. Good forward, management will check weekly with staff that daily schedules and lesson plans are being updated accordingly.</p>	5/22/2024	5/24/2024
15	<p>251.07(4)(cm) Naps Or Rest Periods - Sleeping Surfaces - Children 1 And Older</p> <p>Description: A toddler was not provided with a clean, safe, and washable sleep surface when he was sleeping on the classroom cushion, with a canopy.</p> <p>Repeat violation: Previously cited on 10/24/2023</p>	<p>All staff has been informed that children are to be placed on a clean sleeping surface at anytime a child is resting in the classroom.</p>	5/10/2024	5/13/2024
16	<p>251.07(5)(a)5.a. Menus - Post</p> <p>Description: The current menu was not accessible to parents when the menu posted was from March 18, 2024.</p>	<p>The menu has been updated to current week of the month. It is readily available and accurate for parents and staff.</p>	5/13/2024	5/13/2024

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17	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: Medication was being kept at the center without a current medication administration authorization when there was unlabeled, individual gummy medication in the school age room, in the medicine box and the teacher reported not knowing who they belonged to and reported that he did not know if there was a medication administration authorization from the parents.</p>	The medication has been disposed of. Staff has been made aware of the medication authorization that is required for any medication in the center.	5/7/2024	5/7/2024
18	<p>251.07(6)(g)1. Wiping Bodily Secretions</p> <p>Description: Bodily secretions were not wiped up with a disposable tissue when an infant had mucus under his nose and by his mouth and it was not wiped.</p> <p>Additionally, a toddler had mucus under his nose and on his cheeks and it was not wiped.</p> <p>Repeat violation: Previously cited on 5/3/2023</p>	Staff has been made aware of the health and safety expectations for the children in our care.	5/23/2024	5/23/2024
19	<p>251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information</p> <p>Description: The childcare worker did not know where the admission information for an infant was located in the classroom when the worker was unable to locate the infant's intake form and she reported that the other teachers verbally report to her what each infant needs.</p>	All infant and Toddler intake forms are currently being updated. New forms have been sent home with families that needed to update information. Most forms have been completed and returned as of 5/24/2024.	6/01/2024	

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20	251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: Each infant was not cared by a regularly assigned childcare worker when two separate teachers were recorded on the daily attendance record as being in the infant room in the early morning and three additional teachers were observed providing care for infants between 8:00am and 9:15am.	Working daily on hiring new and reliable staff so that each classroom is staffed with a regularly assigned teacher. I am working with our company recruiter with the hiring process as well.	6/30/2024	
21	251.12(2)(a) Department Access To Center Description: The department had restricted access to the staff records and attendance records when the department sent an email to the director on May 8, 2024, requesting records for four staff and the attendance records for April 23, 2024-May 7, 2024. The director was given a deadline of May 9, 2024 at 12:00pm and did not submit the requested documents. Additionally, continuing education records were requested during the monitoring visit and the person responsible was unable to provide them to the department.	Licensors and management has had a one on one phone conversation 5/24/24 in which this issue was addressed.	5/28/2024	

NAME - Agency Worker
Kimberly Liebhart

Date Issued
5/14/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

CANDICE SIBBY

Date Signed

5/28/2024