

Date Correction Plan Due
2/10/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

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 252.4(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

Crystal's Creative Minds Lrng Ctr Llc

6000583046 / 002 - 1014101

Address - Facility (Street, City, State, Zip Code)
3601 W Fond Du Lac Ave Milwaukee WI 532163738

Telephone Number
414-395-3075

Date - Regulation Visit
1/14/2025

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)8.a. Child Record - Physical Exam - Under 2 Description: Two physicals have not been updated in the last 6 months for Child 1 and Child 2.	PHYSICALS WILL BE UPDATED EVERY 3 MONTHS FOR CHILDREN UNDER 2	5/31/25	
2 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff C who has been employed for more than 30 days does not have a physical on file.	Physical was completed FROM WASHN'T PLACED IN FILE. I WILL MAKE SURE FOCUS ARE kept in staff file. RINOREL	Jan 27, 25	

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3 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff are not documenting what classroom they work in when being used to meet staff and child ratios.	STAFF WILL DOCUMENT WHICH ROOM THEY ARE WORKING IN	JAN 27, 25	
4 251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff D who is caring for children under the age of five does not have documentation of training in Abusive Head Trauma.	STAFF D HAS COMPLETED CLASSES	JAN 27, 25	
5 251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff D does not have documentation of biannual training in Child Abuse and Neglect. Repeat violation: Previously cited on 4/10/2024	STAFF D HAS COMPLETED CLASSES	JAN 27, 25	
6 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: In three of the four classrooms there was assistant teacher who was not working with a lead teacher.	ALL ASSISTANT TEACHERS WILL BE SUPERVISED BY A LEAD TEACHER	JAN 27, 25	

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7 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff A who has been employed for more than 6 months does not have required training to be an assistant child care teacher.	STAFF A IS ENROLLED IN CLASSES THAT WILL BE COMPLETED FEB 3, 25	2/7/25	
8 251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Staff F does not have documentation of a four hour training in kitchen sanitation, food handling, and nutrition prior to being work.	KITCHEN STAFF WILL HAVE KITCHEN SANITATION CLASS	3/31/25	
9 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: Staff A who has been employed for over a year does not have documentation of a orientation within the first week of being hired.	ORIENTATION FORM WAS COMPLETED; ADDED TO RUMBLE W/ STAFF INFO	JAN 27, 25	
10 251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Staff B who has been employed for several years only has 5 hours of the required 15 hours of continuations education for 2024.	I WILL ENSURE ALL STAFF COMPLETE REQUIRED 15 HOURS OF CONTINUOUS TRAINING	JAN 27, 25	

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11 251.055(1)(b) Supervision - Teacher Per Group Of Children Description: The 2-3 year old classroom is not being supervised by a qualified child care worker. The two infant/toddler rooms each have an assistant teacher with a lead teacher going back and forth between the rooms, leaving one of the groups without a qualified child care worker.	ALL CLASSES WILL BE HAVE A LEAD TEACHER IN EACH CLASS	MARCH 31, 2025	
12 251.055(1)(f) Child Tracking Procedure Description: Child tracking was not accurate in all four classrooms at the time of the visit. Repeat violation: Previously cited on 4/3/2023	TRACKING WILL BE KEPT ACCURATE IN ALL CLASSES	JAN 27, 25	
13 251.06(2)(a) Potential Source Of Harm On Premises Description: There are loose cords from 2 speakers that are accessible to children in the large motor room. Loose cords pose a strangulation hazard. Loose cords were removed during the visit.	NO LOOSE CORDS WILL BE NEAR CHILDREN	JAN 27, 25	

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14 251.06(2)(d) Access To Materials Potentially Harmful To Children Description: There are several containers of oil and two bags of icy melt accessible to children by the back door where children pass to use the outdoor play space. These state <input type="checkbox"/> keep out of reach of children. Repeat violation: Previously cited on 4/10/2024	icy melt was been placed in a bin with a lid bottles of oil @ backdoor has been removed	Jan 27, 25	
15 251.06(2)(m) Cleaning Aids - Equipment Description: There is a mop bucket with dirty water in the large motor room accessible to children.	mop buckets will be dumped after usage no children was in the room or the mop bucket	Jan 27, 25	
16 251.06(9)(d)1.c. Food Storage - Cold Storage Thermometers Description: There is no thermometer in the freezer in the kitchen. This was corrected at the time of the visit. Repeat violation: Previously cited on 4/10/2024	thermometers are kept in all refrigerators freezers - extra are kept on hand just in case of misplacement	Jan 27, 25	
17 251.06(9)(d)2.a. Food Storage - Dry Food Description: There are two open boxes of cereal and a carton of dry potatoes that are not stored in a zip type or food grade container.	ALL Dry Food will be placed in zip lock bags	Jan 27, 25	

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18 251.06(9)(f)3. Food - Leftover Prepared Food Description: There is a covered Tupperware bowl of peaches in the refrigerator that is not dated.	ALL LEFTOVER FOOD WILL BE DATED prior to entering refrigerator	JAN 27, 25	
19 251.07(3)(a)5. Indoor Equipment - Intended Use Description: A four year child was sitting in an infant/toddler bucket seat table. The child was too big for the bucket seats and kept climbing in and out. Two children were not strapped into the bucket seat, per manufacture guidelines.	ALL CHILDREN IN BUCKET SEATS WILL BE STRAPPED IN	JAN 27, 25	
20 251.07(5)(a)5.b. Menus - Plan Description: There is no snack menu planned or available for review.	Menus have been revised ! SNACK ADDED	JAN 27, 25	

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21 251.07(5)(a)6. Menus - Changes Description: Changes were not made to the menu. Menu says tacos were served for lunch when the children were given chicken. The breakfast menu is not accurate as it gives two options for the food served and there is no correction to show which one was served.	Changes will be made when substitutions are made	Jan 27, 25	
22 251.07(6)(f)3. Medication - Storage Description: There is a bag of cough drops in a bottom drawer of the refrigerator located in the infant room, accessible to children. Repeat violation: Previously cited on 4/3/2023	Medication will be placed in medication storage bin	Jan 27, 25	
23 251.07(6)(f)5. Medication Administration - As Labeled & Authorized Description: A medication authorization for Ibuprofen or Tylenol exceeds label on the medication.	I will notify parents about exceeding medication guidelines	Jan 27, 25	
24 251.07(6)(f)6. Current Authorizations For Medications On Premises Description: There is a bottle of Children's Tylenol and Children's Motrin on premises with no medication authorization from a parent.	NO MEDICATION will be kept on site	Jan 27, 25	

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25 251.08(3)(b) Information In Vehicle - Emergency Information Description: There is no emergency information in the bus for children who were transported on the day of the visit.	Vehicle binder has been updated and placed on van	Jan 27, 25	
26 251.08(3)(c) Information In Vehicle - Route And Stops Description: There are no routes and scheduled stops on the bus for children who are transported.	Vehicle binder has been updated and placed on van	Jan 27, 25	
27 251.08(6)(a) Child Safety Restraint System Description: Children were transported in car seats that were not properly installed. The car seats were not tightly secured on the seat of the vehicle when children were transported.	Car seats have been strapped through both clamp ways	Jan 27, 25	
28 251.09(2)(bm) Infant & Toddler - Sleep Position Description: An infant was observed sleeping in a swing at the time of the visit. All infants must be placed to sleep in a crnb/Pack N Play unless the center has written documentation from a physician.	Sleeping in crnb with the way to their beds immediately after fallows asleep	Jan 27, 25	

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29 251.09(3)(a)7. Infant & Toddler - Leftover Milk Or Formula Description: There are 3 bottles of left over milk served to children in the refrigerator. Left over milk is to be discarded after feeding and bottles rinsed.	Left over milk will be discarded after feeding	Jan 27, 25	

NAME - Agency Worker

Sara Cooney, Maureen Statten

Date Issued

1/24/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

[Handwritten Signature]

Date Signed

Jan 01 2025