

Attachment "B"

Date Correction Plan Due 4/9/2021	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 Small Steps Big Dreams Llc		Provider Number / Facility ID Number 1000589631 / 001 - 2004243	
Address - Facility (Street, City, State, Zip Code) 10230 W Fond Du Lac Ave Milwaukee WI 532245121		Telephone Number 414-716-5101	Date - Regulation Visit 3/10/2021
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Staff A's documentation of having completed training in child abuse and neglect laws, identification, and reporting was expired.	will retrain within 90 days	July 31, 2021	
2 251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff F did not have documentation of a complete background check for her assigned role as a caregiver. In addition, Staff F's background check had expired due to no longer being assigned to a center.	will complete within 90 days	July 31 2021	

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3 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff B, C, E, and F did not have documentation of a health exam on file.	will see a physician	MAY 31, 2021	
4 251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff E did not have a Registry certificate on file.	will create account	may 31, 2021	
5 251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff D did not have documentation of education qualifications on file.	will create documentation by proper training or dismiss	may 31, 2021	
6 251.05(2)(a)5. Staff Record - High School Diploma Description: Staff C, D, and F did not have documentation of a high school diploma on file.	dismissed 4/28/2021 Due to fraud about education	—	

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7	251.05(3)(b) Shaken Baby Syndrome Prevention Training Description: Staff F did not have documentation of having completed Shaken Baby Syndrome Prevention Training prior to working with children.	will retrain on line	July 31, 2021	
8	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff B and C did not have documentation of having completed CPR training on file.	will retrain as group	July 31, 2021	
9	251.05(4)(c)1. Continuing Education Requirement - Full Time Staff Description: Staff A and E did not have documentation on file of continuing education.	will start Educational training	complete Dec. 29, 2021	
10	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Staff D, working as the lead teacher in toddler room, did not have documentation on file showing she was teacher qualified.	will not occur again, requiring classes for documentation	complete before Dec 29, 2021	

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11	251.055(1)(f) Child Tracking Procedure Description: The center's tracking procedure was not implemented when the school age room had 7 children in care, but only 4 children were documented on tracking. One of the 4 children documented on tracking was not in the room. Tracking was included on an Order issued on May 28, 2019. Repeat violation: Previously cited on 5/3/2019	reviewed with staff correct tracking procedure training of our center	5/10/21
12	251.06(2)(d) Access To Materials Potentially Harmful To Children Description: A baby bath product labeled "keep out of reach of children" was accessible to children on a lower shelf in the bathroom in the toddler room.	this has been reviewed with staff	may 1, 2021
13	251.06(9)(d)2.a. Food Storage - Dry Food Description: Opened packages of flour, and sugar were not stored in zip-type closure bags or metal, glass or food grade plastic storage containers with tight-fitting covers. Repeat violation: Previously cited on 5/3/2019	Done and retake course of food safety	4-2-2021

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14	251.07(5)(a)5.a. Menus - Post Description: No menus were posted for snacks.	Done and posted in kitchen and on parent board	4-2-2021	

NAME - Certification Worker / Licensing Specialist
Cindy Matuszak

Date Issued
3/26/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Lusette Hubbard (administrator)

May 6, 2021