

Date Correction Plan Due 4/20/2022	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)(f) and (3)(f), 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 3/21/2022
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(b) Current, Accurate Daily Attendance Record Description: Attendance was not being kept at the time of the visit. Seven children's names were written on the clipboard with a sign in time for two children. Six children were in attendance. Repeat violation: Previously cited on 11/22/2021	Corrected	3/21	
2 251.05(2)(a)1. Staff Record - Personal Information Description: Two staff members did not have completed Staff record forms in their file.	Corrected	3/21	

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		Date - Regulation Visit	
		3/21/2022	
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3 251.05(2)(a)2. Staff Record - Completed Background Check Description: Two new staff members did not have documentation of completed background checks prior to working with children. One was rehired on 3/16/2022 and had eligibility expire. Repeat violation: Previously cited on 3/10/2021	<i>Corrected</i>	<i>April 12</i>	
4 251.05(2)(a)6. Staff Record - Days & Hours Worked Description: There was no documentation of staff hours worked to meet ratios.	<i>Corrected</i>	<i>May 1</i>	
5 251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: Upon arrival, an assistant teacher was working alone in a classroom with five children.	<i>Corrected</i>	<i>3/21/22</i>	
6 251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Two assistant teachers have not completed the entry-level coursework required within 6 months from their date of hire.	<i>Staff has not been rehired has been here sit months</i>	<i>will have completed by May 30</i>	

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		3/21/2022	
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Noncompliance Statement			
7 251.05(4)(a) Staff Orientation - Develop, Implement, Document Description: One staff member did not have documentation of completed orientation within their first week of employment.	Corrected	3/21	
8 251.055(1)(b) Supervision - Teacher Par Group Of Children Description: An assistant teacher was working alone in the toddler classroom. She has not completed training required to be a lead teacher. Repeat violation: Previously cited on 3/10/2021	Corrected work will lead	5/30	
9 251.055(1)(f) Child Tracking Procedure Description: Centers tracking procedure was not implemented at the time of the visit. Seven children's names were written on the clipboard with sign in time for two children. Six children were in attendance. Repeat violation: Previously cited on 3/10/2021	Corrected	3/21	

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251.08(4)(b) Driver Orientation - Requirement Description: There was no documentation of orientation for the driver within the past year.	<i>Corrected</i>	3/122	
251.08(4)(c)1. Driver Record - Obtain & Review Description: There was no current documentation of a driving record for the driver prior to transporting children. Documentation was more than one year old from previous employment at the program.	<i>Corrected</i>	3/122	

NAME - Certification Worker / Licensing Specialist
 Sarah Stormont

Date Issued
 4/6/2022

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed