

Date Correction Plan Due 3/6/2024	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 Home Sweet Home Lrng Center Inc		Provider Number / Facility ID Number 6000590006 / 002 - 2006168		
Address - Facility (Street, City, State, Zip Code) 7651 W Hope Ave Milwaukee WI 532222057		Telephone Number 414-316-9737	Date - Regulation Visit 1/31/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(m) Health, Safety & Welfare Of Children Description: Two children were served yogurt that contained dairy, despite both children's health history stating that the children had a lactose intolerance/allergy.	Staff has been retrained to understand the VITAL importance of ANY allergy. Allergy warnings has been posted in the food prep area.	3/6/24	
2	251.04(6)(a)6. Child Record - Health History Description: Health history information was observed incomplete for Child #1 and Child #3. Both Child #1 and Child #3's health history information listed a food allergy, but did not provide triggers/symptoms, center trained individuals, steps to follow if the allergen is ingested, when to contact parents/medical when symptoms are severe.	Director will review the forms much closely to be sure that parents fill in every field completely.	3/6/24	

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3	251.04(6)(b) Current, Accurate Daily Attendance Record Description: The attendance was not current and accurate on 1/31/20224. There were 3 children present and 2 children signed into the attendance.	Staff has been retrained on the importance of signing EACH child IN & OUT daily, to match the child tracking system.	3/6/24	
4	251.05(2)(a)6. Staff Record - Days & Hours Worked Description: Staff hours were not documented properly. Staff B's hours were not documented on 1/31/2024.	Staff has been retrained on the importance of signing IN/OUT daily	3/6/24	
5	251.05(2)(a)7. Staff Record - Continuing Education Description: Documentation of continuing education hours were not observed on file for Staff A.	Director has created a better system that will keep staff up to date on continuing education requirements.	3/6/24	
6	251.05(2)(a)8. Staff Record - Orientation Description: Documentation of a group child care orientation was not observed on file for Staff B and Staff E. The orientation observed on file were for family child care centers.	The form title was missed, the Director has re-oriented the afore-mentioned staff on the "group center" approved form.	3/6/24	

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7	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: A current CPR/AED certificate from a department approved agency was not observed for all staff files reviewed.	All active staff has retaken a "department approved" CPR course and omitted the previous credential.	3/6/24	
8	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Child abuse and neglect training, completed at least once every 2 years, was not observed on file for Staff B.	Staff B will retake and update the CAN credential. Director will notify staff sooner of upcoming credential renewals.	3/6/24	
9	251.05(3)(g)1. Assistant Child Care Teacher - Supervision Description: An assistant child care teacher was observed working with a group of children without the supervision of a child care teacher.	Childcare teacher had all Lead Teacher credentials, registry certificate needed updating, and has been done.	3/6/24	
10	251.055(1)(b) Supervision - Teacher Per Group Of Children Description: Children were not supervised by a qualified teacher during the monitoring visit.	Childcare teacher had all Lead Teacher credentials, registry certificate needed updating, and has been done.	3/6/24	

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11	251.06(4)(g) Basement & Furnace Room Doors Description: The door to the furnace room was propped open.	Furnace room door will remain closed after usage at all times.	3/6/24	
12	251.07(1)(c) Television As Part Of Program Description: The television was consistently on and not used specifically to supplement the daily plan.	Director reminded staff to remember to turn off the TV, if in use, after morning circle time is complete.	3/6/24	
13	251.07(5)(a)5.a. Menus - Post Description: Menus were not posted in the kitchen.	Menu has been moved from the hallway leading to the kitchen, to the kitchen.	3/6/24	
14	251.07(5)(a)5.b. Menus - Plan Description: Documentation of menus kept on file for 3 months was not observed.	Menu folder was filed in alphabetical order, in the file cabinet, on the day of visit. The filing process will remain the same.	3/6/24	

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15	251.07(6)(dm)1. Medical Log Book Description: A medical log book was not observed.	Medical Log book drawer has now been labeled.	3/6/24	
16	251.08(3) Information In Vehicle - Required Description: The information required in the vehicle and in the center while children are being transported was not observed in the center for Child #1 and Child #2.	All information required in the vehicle and the center has been updated and filed.	3/6/24	
17	251.08(4)(b) Driver Orientation - Requirement Description: The annual driver training was not observed on file for Staff C.	Transportation is now active. All information required in the vehicle and the center has been updated and filed.	3/6/24	
18	251.08(4)(c)1. Driver Record - Obtain & Review Description: The annual driving record for Staff C was not observed on file.	Transportation is now active. All information required in the vehicle and the center has been updated and filed.	3/6/24	

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19	251.09(1)(am) Infant & Toddler - Intake Information Description: Intake information for Child #3 and Child #4 was observe incomplete.	Director has retrained the staff to remember and verify that EVERY area of the form needs to be filled out in its entirety.	3/6/24	
20	251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: The intake form was not in the room the child was care for in.	The intake forms have been copied and placed in the appropriate area of care.	3/6/24	
21	251.09(1)(c) Infant & Toddler - Documenting Changes In Development Description: Documented changes of development completed at least once every 3 months was not observed on file for Child #4. Repeat violation: Previously cited on 1/4/2023	Director has created a better system that will keep child record updates visible and current.	3/6/24	
22	251.09(1)(d) Infant & Toddler - Assignment To Room & Caregiver Description: An infant was not cared for in the regularly assigned room. The infant was observed being cared for in the preschool room.	Director retrained the staff to recognize that immobile infants, even if being held, should be in their designated areas, without exception.	3/6/24	

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23	251.09(2)(h) Infant & Toddler - Safe Toys & Objects Description: An infant was not provided with a variety of toys and objects.	Director retrained the staff to recognize that immobile infants, even if being held, should be in their designated areas, with sufficient toys, without exception.	3/6/24	

NAME - Agency Worker
Crescenta Sabree

Date Issued
2/21/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Tyesha James

Date Signed
3/5/24