

Date Correction Plan Due 11/4/2024	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	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 St Catherine Day Care Center		Provider Number / Facility ID Number 6000573996 / 001 - 1005906		
Address - Facility (Street, City, State, Zip Code) 2647 N 51st St Milwaukee WI 532102306		Telephone Number 414-445-2846	Date - Regulation Visit 10/15/2024	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(1)(b) <b>Age Range Of Children</b>  Description: The age range served by the center is up to 13 years old. Child 6 is over 13 years old.	The visit was on 10/15/2024. Child's DOB is 10/20/2024. Child had not yet turned 13 years old.	<del>                    </del>	<del>                    </del>
2	251.04(2)(k) <b>License Posted &amp; Visible</b>  Description: The child care license is not posted in an area of the center that is visible to the public.	Requested a new license with updated age range. License is now posted in a visible area.	10/18/24	10/18/24

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2647 N 51st St Milwaukee WI 532102306		414-445-2846	10/15/2024	
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3	251.04(6)(a)6m. <b>Child Record - Immunization History</b>  Description: Child 7 does not have documentation of an immunization history in the child record.  Repeat violation: Previously cited on 11/28/2023, 12/20/2022	Pulled recent immunization records for students missing one.	10/18/24	10/18/24
4	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: The center's attendance record was not accurate when on 10/15/24, 7 children were present at the center, however 8 children were marked as present on the attendance record. One child was missing a departure time documented on the attendance record.  Repeat violation: Previously cited on 11/28/2023	signed all children out that were not present at the time and held staff meeting to re-inforce attendance procedures.	10/17/24	10/18/24
5	251.05(2)(a) <b>Staff Record - Maintenance &amp; Availability</b>  Description: The staff record for Staff F was unavailable for licensing review.	request that staff F pull all necessary information required for the file	10/17/24	10/18/24

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6 251.05(2)(a)1. <b>Staff Record - Personal Information</b>  Description: Staff D's file did not contain reasons for leaving previous positions.  Repeat violation: Previously cited on 11/28/2023	Have staff complete the staff record form	10/18/24	10/18/24	
7 251.05(2)(a)3.a. <b>Staff Record - Physical Examination</b>  Description: Staff A, Staff C, and Staff D do not have documentation of a physical examination report within 30 days after Staff A, Staff C, and Staff D were hired.  Repeat violation: Previously cited on 11/28/2023	Held staff meeting to request that all staff bring a physical health report signed by the doctor	10/18/24	10/31/24	
8 251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff who are working to meet staff to child ratios are not documenting which classroom they work in.	Have staff sign in and out on attendance sheet as required	10/16/24	10/18/24	
9 251.05(3)(b) <b>Abusive Head Trauma Prevention Training</b>  Description: Staff B, Staff C, Staff D, and Staff E do not have documentation of training on preventing abusive head trauma prior to beginning to work with children under 5 years of age.	Have staff take required training and have certificate in their file.	10/26/24	10/26/24	

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10	251.05(3)(c) <b>Cardiopulmonary Resuscitation Training</b>  Description: Staff C and Staff E do not have documentation of a certificate of completion for infant and child CPR and AED use within 3 months after Staff C and Staff E began working with children in care.  Repeat violation: Previously cited on 11/28/2023	Have all staff complete required trainings and put certificate in their file.	10/25/24	10/25/24
11	251.05(3)(cm) <b>Child Abuse &amp; Neglect - Biennial Training</b>  Description: Staff B, Staff C, Staff D, and Staff E do not have documentation of biennial training on child abuse & neglect reporting requirements.  Repeat violation: Previously cited on 11/28/2023, 12/20/2022	Put documentation of the training in the staff's file.	10/25/24	10/25/24
12	251.05(3)(f)3. <b>Child Care Teacher - Entry-Level Training</b>  Description: Staff A who is considered a lead teacher does not have the education qualifications as a lead teacher.	Enroll staff in Skills + Strategies class to then qualify staff A.	12/20/24	<del>12/20/24</del> KAP

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13	251.05(3)(g)2. <b>Assistant Child Care Teacher - Qualifications</b>  Description: Staff E who has been employed as an assistant teacher for more than 6 months does not completed 2 credits in early childhood education or its equivalent.	Have staff E print registry certificate with her qualifications and put it in her file.	12/20/24	12/20/24
14	251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: Staff B, Staff C, Staff D, and Staff E do not have documentation of a written orientation program (staff orientation checklist).  Repeat violation: Previously cited on 11/28/2023	Have orientation checklist completed and in staff's file.	10/25/24	10/25/24
15	251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b>  Description: On 10/15/24, no one qualified as a child care teacher was working with a group of 7 children.	staff member was present that is qualified as a lead teacher.	12/20/24	12/20/24

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16	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The center's child tracking procedure was not followed when on 10/15/24, 7 children were present in the classroom, however 8 children were marked as present on the tracking record.  Repeat violation: Previously cited on 11/28/2023	Signed all children out that were not present at the time and had staff meeting that re-inforced attendance procedures	10/17/24	10/18/24
17	251.06(2)(a) <b>Potential Source Of Harm On Premises</b>  Description: There are several loose hanging cords on the walls in the classroom accessible to children as well as an extension cord running along the floor which poses a potential tripping hazard.  Repeat violation: Previously cited on 11/28/2023	Buy and install all safety equipment that prevents the cords from hanging	11/01/24	11/01/24
18	251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b>  Description: There is a fan in the classroom that is covered in dust.  Repeat violation: Previously cited on 11/28/2023	Clean off Fan	10/15/24	10/15/24
19	251.07(3)(i) <b>Cleanliness Of Furnishings, Toys, Equipment</b>  Description: A bean bag toy was observed with tears in the surface making the surface not easily cleanable.	discard of bean bag chair.	10/15/24	10/15/24

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20	251.07(4)(e) <b>Naps Or Rest Periods - Bedding Maintenance, Storage, Cleanliness</b>  Description: A stack of cots was observed in the classroom that was not covered.	Get a sheet to cover cots	10/25/24	10/25/24
21	251.07(6)(dm)2. <b>Medical Log - Pages &amp; Entries</b>  Description: There are skipped lines in the medical log book.	Write lines through the "skipped" lines.	10/15/24	10/15/24
22	251.07(6)(dm)4. <b>Medical Log - Reviewing Injury Records</b>  Description: Injury records in the medical log book are not reviewed and documented in the medical log book every 6 months as required.	review medical log book every 6 mo and journal that entry.	10/25/24	10/25/24

NAME - Agency Worker  
Daniel Noel, Sara Cooney

Date Issued  
10/18/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed