

Date Correction Plan Due 5/11/2025	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 First Class Child Care Llc		Provider Number / Facility ID Number 7000567997 / 001 - 1002048		
Address - Facility (Street, City, State, Zip Code) 7625 W Becher St West Allis WI 53219		Telephone Number 414-543-4677	Date - Regulation Visit 4/17/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(k)1. Report - Law Enforcement Contact - Harm Description: The licensee failed to report to the department within 24 hours after the occurrence, an incident in which law enforcement responded to the child care center on 4/14/25 in response to a 911 call made by a private citizen to report a child screaming at the child care center. The department learned of the law enforcement response when the center director reported it to licensors at the end of the 4/17/25 monitoring visit.	<p style="font-size: 1.2em; font-family: cursive;">Staff was reminded to let director know immediately if the police come to the center even if it's a false complaint or for any reason. This was also discussed at a staff meeting</p>	4/17/25	

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2	<p>251.04(6)(c) Daily Attendance Record - Transportation</p> <p>Description: Per a review of a sampling of transportation attendance records, one arrival time was recorded for two children from the same family for two different families rather than recording a pick up time for each individual child. In addition, a pick up time was not recorded for a child on 4/16/25.</p>	Talked with van driver + all children will be signed in on a separate line.	4/18/25	
3	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Documentation of the days and hours worked, and in which classroom, when the person was included in the staff-to-child ratio is incomplete. For example, upon the department's arrival, there are no staff hours recorded for the Toddler classroom when Staff F reports having worked in the classroom beginning at 7 AM and Staff C reports having worked in the classroom from 8:22-9AM. In addition, per a review of the Preschool Classroom staff hours, departure times were not recorded for staff on multiple dates.</p> <p>Repeat violation: Previously cited on 5/29/2024, 9/27/2023</p>	Staff was again reminded to sign in and out of each room that they are in counted in ratio. so the state knows there was the right amount of teachers/children in each room at all times. Also reminded at staff meeting	4/18/25	
4	<p>251.05(3)(cm) Child Abuse & Neglect - Biennial Training</p> <p>Description: Staff A, who has been employed since 4/7/25, has not completed the required Child Abuse & Neglect training within one week after beginning employment.</p>	Staff brought in copy of certificate dated 2/21/24	4/18/25	

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5	<p>251.05(4)(a) Staff Orientation - Develop, Implement, Document</p> <p>Description: Staff A, who has been employed since 4/7/24, does not have documentation on file demonstrating a completed orientation within one week of employment. Per the center director, the orientation was completed but not documented.</p>	Staff A completed the documentation of orientation	4/21/25	
6	<p>251.055(1)(a) Supervision Of Children</p> <p>Description: A group of children were not within the sight and sound of a childcare worker while in the outdoor play space when Staff C left the outdoor play space to take other children inside the center to use the bathroom prior to waiting for Staff G to come outside to supervise the children. Another teacher who was outside at the time was unable to see the children due to being seated in an area that is located inside a solid fence enclosure.</p>	TOO Talked at staff meeting on 4/27/25 about waiting for replacement before leaving room or playground.	4/27/25	
7	<p>251.055(1)(f) Child Tracking Procedure</p> <p>Description: Child #4 is observed being cared for in the infant room during the visit however she is not documented on the tracking in the infant classroom and is instead still documented on the Toddler Classroom tracking where she was cared for earlier in the day. In addition, Staff C brings a group of children into the center from the playground to use the bathroom however the list of children she brought inside is inaccurate.</p>	Teachers were reminded to update tracking lists immediately when the children come into the room. Also to update tracking when bringing kids in to go to the bathroom.	4/18/25	

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8	251.06(2)(a) Potential Source Of Harm On Premises Description: Unsecured hanging cords are accessible to children in multiple classrooms. In the Toddler classroom a nursery monitor and a fan are stored on a shelf and their cords are hanging down in front of the sink where children are observed washing their hands. The nursery monitor falls off the shelf while the children are washing their hands. A sharp screw protruding from the fence in the outdoor play space is accessible to children.	Cords were mated we bought cord keeps to attach to the wall so cords would not be hanging. Fixed screw so it is not accessible to children.	4/18/25	
9	251.07(2)(b) Policy - Child Guidance Description: The center failed to implement its written policy that provides for positive guidance and redirection when Staff D, while seated on a bench in the outdoor play space, is heard yelling to a 4 year old child who is throwing wood chips "Do I need to call someone?"	We did some role playing at our staff meeting to show positive guidance + redirection + retrain all Teachers	4/27/25	
10	251.07(6)(dm)2. Medical Log - Pages & Entries Description: An entry in one of the center's medical log books has not been signed or initialed by the person having made the entry.	Had a hands on exercise at staff meeting on 4/27/25 to ensure that all staff knew how to correctly log entries. Also put directions in each book swat case	4/27/25	

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11	251.07(6)(dm)3.a. Medical Log - Observation Or Evidence Of Injury Description: A child is observed with a visible black eye during the visit. Per the report of Staff D, the child's injury was noticed on 4/14/25. The injury has not been recorded in the medical log book.	Reminded teachers at staff meeting & hands on exercise to record injuries at time of arrival when children arrive with an injury or they notice a bruise.	4/27/25	
12	251.07(6)(f)1.a. Medication Administration - Parent Authorization Description: A current medication authorization on file to administer Children's Tylenol to Child #3 does not contain the time to administer the medication. A additional medication authorization to administer Child #3 Dr. Talbot's Pain + Fever Relief and cough medicine does not contain the time to administer the medications and the length of the authorization (1 year) exceeds the time frame on the medication bottles.	Went over licensing rules for medication at staff meeting on 4/27/25. Staff reminded to make sure parents fill out medication forms completely.	4/27/25	
13	251.07(6)(f)1.b. Medication Administration - Containers & Labeling Description: A bottle of Children's Tylenol and a bottle of Dr. Talbot's Pain+ Fever Relief in the Toddler classroom are not labeled with the child's name as required.	Went over licensing rules for medication at staff meeting on 4/27/25	4/27/25	

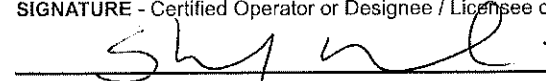
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14	251.08(3)(b) Information In Vehicle - Emergency Information Description: A copy of the completed permission and emergency information was not carried in the vehicle for two children transported by the center.	Forms were put in transportation binder at licensing visit. Binder will be checked to make sure all forms are updated new kids start	4/17/25	
15	251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: Child #5, who is observed being cared for in the Infant Classroom during the visit does not have Infant/Toddler Intake information in the classroom.	Copies of all intakes were made & put in both rooms. New copies will be made as intakes are updated.	4/18/25	
16	251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home Description: In the toddler classroom a sippy cup filled with milk and reported to have been brought from home for the child is not labelled with the child's name and dated as required.	Teachers were reminded to label & date sippy cups & bottles brought from home.	4/18/25	
17	251.09(3)(a)7. Infant & Toddler - Leftover Milk Or Formula Description: Leftover milk from multiple sippy cups has not been discarded after feeding and the cups have not been rinsed.	Teachers were reminded to put cups w/ milk in dirty dish bucket after each meal.	4/18/25	

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NAME - Agency Worker
Maureen Slatten, Sara Cooney

Date Issued
4/29/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed

5-7-25