



## Corrective Action Plan

Licensing Non-Compliance and Violations

School Name: Menomonee Falls

Inspection Date: January 23<sup>rd</sup>, 2024

Noncompliance or violation summary received: January 24<sup>th</sup>, 2024

Plan of Correction Due date: February 8<sup>th</sup>, 2024

Plan of Correction Submitted: January 24<sup>th</sup>, 2024

Today's Date: January 25<sup>th</sup>, 2024

### 1. Violation:

- Standard or Regulation:
  - 251.05(2)(a)3.a. **Staff Record- Physical Examination**
- Summary of the requirement stated in licensing regulations:
  - *Staff must obtain a Staff Health Report within 1 month of employment.*
- The circumstances of the violation:
  - *There was no documentation of a completed health exam for Jada Williams or Marilyn Martinson.*
- Correction already made.
  - *Jada Williams contacted the doctor, had document faxed and I received Health Report on 1/26/24.*
  - *Marilyn Martinson is making a doctor's appointment by 1/29, I asked for proof of appointment.*
- Additional corrections
  - *Staff members will not begin employment without a physical form filled out or proof of a physical schedule.*

### 2. Violation:

- Standard or Regulation:



- 251.05(2)(a)4.d. **Staff Record- Educational Qualifications**

- Summary of the requirement stated in licensing regulations:
  - *Teacher must complete infant/ toddler certificate by 6 months of employment before working in an infant/ toddler room.*
- The circumstances of the violation:
  - *Angie Lacroix had EC1 but not the Infant/ toddler certificate. Teachers in grouping with infants and toddlers need Infant/ Toddler certificate.*
- Correction already made.
  - *Angie has applied for subsidized tuition program (COA) to receive Infant/toddler book, pending approval.*
- Additional corrections
  - *Staff will sign up for infant/ toddler within 6 months of employment if not already completed.*

3. **Violation:**

- Standard or Regulation:
  - 251.07(6)(dm)2. **Medical Log- Pages & Entries**
- Summary of the requirement stated in licensing regulations:
  - *All incidents/ accidents must be written in their entirety without spaces, including the time and date of event.*
- The circumstances of the violation:
  - *There were several lines that were left blank to complete an injury entry.*
- Correction already made.
  - *Staff member finished the line correctly and was retrained in filling in the medical log book.*
- Additional corrections



- *During onboarding, staff will be thoroughly trained in filling in the medical log book. Staff will fill out their first entry with Director in office, to ensure it is correct.*

**4. Violation:**

- Standard or Regulation:
  - 251.07(6)(i)1 **Washing Child's Hands & Face**
- Summary of the requirement stated in licensing regulations:
  - *Staff must wash the child's hands immediately after a diaper change.*
- The circumstances of the violation:
  - *The teacher failed to immediately wash a toddler's hands, that was observed after a diaper change during the visit. She began to wash the diaper table before handwashing.*
- Correction already made.
  - *Staff member washed child's hands after reminder. Diapering will be observed to be sure it is done correctly.*
- Additional corrections
  - *Additional Training on CCEI has been assigned to all teachers.*
  - *HLTH104:Basic Health and Hygiene Practices for the Early Childhood Setting.*

*Gvette Vana*

**5. Violation:**

- Standard or Regulation:
  - 251.08(4)(b). **Driver Orientation- Requirement**
- Summary of the requirement stated in licensing regulations:
  - *Driver Orientation must be updated annually.*
- The circumstances of the violation:
  - *There was no documentation of a current driver's orientation/ training for Marilyn Martinson.*
- Correction already made.



- *Driving Orientation has been updated and put in Marilyn Martinson's file.*
- Additional corrections
- *Going forward, January 1<sup>st</sup>, Management will update driver orientation.*

**6. Violation:**

- Standard or Regulation:
  - 251.08(4)(c)1. **Driver Record- Obtain & Review**
- Summary of the requirement stated in licensing regulations:
  - *Driver Record- Obtain & Review, update annually.*
- The circumstances of the violation:
  - *There was no documentation of the current driving record for Marilyn Martinson.*
- Correction already made.
  - *Ran Staff Driving Record on 1/25/24 and put in file.*
- Additional corrections
  - *Going forward, January 1<sup>st</sup>, Management will update all staff driving records.*

***I attest that this action plan accurately reflects the actions I have taken or have proposed to take to ensure substantial compliance for my school, teachers, and general operations.***

School Director Name: Kristina Hrapsky School Director Signature:  1/26/24

Executive Director Name: Yvette Vana Executive Director Signature: 

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

**Date Correction Plan Due**  
2/8/2024

**TO FILE A COMPLAINT CALL**  
262-446-7800

**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** Children Of America Menomonee Falls  
**Provider Number / Facility ID Number** 8000585138 / 001 - 1014732

**Address - Facility (Street, City, State, Zip Code)**  
N56 W/4192 Silver Spring Dr Menomonee Falls WI 53051

**Telephone Number**  
262-373-1710

**Date - Regulation Visit**  
1/23/2024

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.05(2)(a)3. a. <b>Staff Record - Physical Examination</b>  Description: There was no documentation of a completed health exam for Staff A & E.	<i>See attached</i>	<i>2/8/24</i>	
2	251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b>  Description: There was no documentation of an Infant/Toddler Class requirement for Staff C.	<i>See attached</i>	<i>2/8/24</i>	



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Date - Regulation Visit  
1/23/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 251.07(6)(dm)2. Medical Log - Pages & Entries Description: There were several lines that were left blank to complete an injury entry.	See Attached	1/24/24	
4 251.07(6)(i)1. Washing Child's Hands & Face Description: The teacher failed to immediately wash a toddler's hands, that was observed after a diaper change during the visit.	See Attached	1/24/24	
5 251.08(4)(b) Driver Orientation - Requirement Description: There was no documentation of a current driver's orientation/training for Staff A.	See Attached	1/24/24	
6 251.08(4)(c)1. Driver Record - Obtain & Review Description: There was no documentation of a current driving record for Staff A.	See Attached	1/25/24	



<b>Name - Certified Operator / Licensed Center</b> Children Of America Menomonee Falls		<b>Provider Number / Facility ID Number</b> 8000585138 / 001 - 1014732	
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<b>Rule/Statute Number</b> Noncompliance Statement	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>

**NAME - Agency Worker**  
 Rhonda Brueggemann, Sarah Stormont  
 Date Issued  
 1/24/2024

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**  
  
 Date Signed  
 1/25/25

