

Date Correction Plan Due
6/25/2024

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

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

Kay's Little Cruisers

Provider Number / Facility ID Number

6000591006 / 001 - 2006164

Address - Facility (Street, City, State, Zip Code)
2951 N 26Th St Milwaukee WI 532061122

Telephone Number
920-253-5156

Date - Regulation Visit
5/30/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 250.05(4)(a) Staff Orientation - Documentation Description: Staff A who has been employed for more than one week does not have documentation of having had an orientation.	Provider + employee has filled out orientation checklist. Employee knows expectations.	6/18/24	
2 250.055(2)(a) Maximum Number Of Children In Care Of The Center Description: On 5/29/24 there are nine children signed in as being present at the center for approximately 10 minutes. No more than eight children can be in care at one time.	Provider has notified all parents of picking up at scheduled time.	6/18/24	

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Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3 250.055(2)(b) Maximum Number Of Children In Care Of The Provider	Description: Based on the ages and number of children at the child care center on 5/29/24 and 5/30/24 a second provider is needed. There are 3 children under the age of 2, 1 is 2.5 years old, 2 are 3 years old and 1 is 5 years old. Because there are 3 children under the age of two one 2 other children over the age of two can be with one provider.	Provider has rectified situation regarding the 3 children under the age of 2. One child belongs to the provider will not be in attendance during hours of care.	6/18/24	

NAME - Agency Worker
Sara Cooney, Jane Abshire

Date Issued
6/11/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
8/8/2024

STAFF ORIENTATION CHECKLIST – GROUP CHILD CARE CENTERS

Use of form: This form is voluntary; however, completion of this form will facilitate the licensing process and verify compliance with DCF 251.05(4)(a) of the Wisconsin Administrative Code. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: Orientation must be documented for each new employee, substitute, and regular volunteer within their first week at the center. Upon completion of orientation, trainer and staff shall initial and date the spaces that correspond to each completed policy or procedure and place the form in the staff record for review by the licensing representative.

Staff Person Name (Last, First, MI) Martin, Angela D.	Position Title Emergency Provider	Start Date (mm/dd/yyyy) 5/20/2024
Trainer Name Kyra Edwards	Position Title Emergency Provider Provider	

Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
• A review of DCF 251, Licensing Rules for Group Child Care Centers 251.05(4)(a)1.	AM	6.3.24	KE	6-3-2024
• A review of center policies and procedures required under s. DCF 251.04(2)(h) [251.05(4)(a)2.]	AM	6.3.24	KE	6-3-2024
• A review of the center emergency plans required under s. DCF 251.04(2)(h)9., including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(4)(a)3.; 251.06(3); 251.06(4)	AM	6.3.24	KE	6-3-2024
• Prevention and response to emergencies due to food and allergic reactions 251.05(4)(a)4.	AM	6.3.24	KE	6-3-2024
• First aid procedures 251.05(4)(a)5.	AM	6.3.24	KE	6-3-2024
• Administration of medications 251.05(4)(a)6.	AM	6.3.24	KE	6-3-2024
• Job responsibilities in relation to the job description 251.05(4)(a)7.	AM	6.3.24	KE	6-3-2024
• Training in the recognition of childhood illnesses and in infectious disease control, including hand washing procedures and universal precautions for handling body fluids 251.05(4)(a)8.	AM	6.3.24	KE	6-3-2024
• A schedule of activities of the center 251.05(4)(a)9.; 251.07(1)	AM	6.3.24	KE	6-3-2024
• The procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times, including during center-provided transportation 251.05(4)(a)11.; 251.055(1)(f)	AM	6.3.24	KE	6-3-2024
• Child management techniques 251.05(4)(a)12.; 251.07(2)	AM	6.3.24	KE	6-3-2024
• The procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(4)(a)13.	AM	6.3.24	KE	6-3-2024
• A review of procedures to reduce the risk of sudden infant death syndrome (SIDS) prior to an employee's or volunteer's first day of work, if licensed to care for children under 1 year of age 251.05(4)(a)14.	AM	6.3.24	KE	6-3-2024
• The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(4)(a)15.; 251.055(1)(h)	AM	6.3.24	KE	6-3-2024
• Information on any special needs that a child enrolled in the center may have and the plan for how those needs will be met 251.05(4)(a)16.	AM	6.3.24	KE	6-3-2024
• Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic. 251.05(4)(a)17.	AM	6.3.24	KE	6/3/2024
• The handling and storage of hazardous materials and the appropriate disposal of biocontaminants. 251.05(4)(a)18.	AM	6.3.24	KE	6/3/2024
• Training in abusive head trauma prevention and impacted babies and appropriate ways to manage crying, fussing or distraught children 251.05(3)(b).	AM	6.3.24	KE	6/3/2024
• Training in techniques of evacuating sleeping children in an emergency, if the center is licensed to operate between 10:00 p.m. and 5:00 a.m. 251.10(4)(a).	AM	6.3.24	KE	6/3/2024