

**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**

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

**Date Correction Plan Due**  
8/27/2024

**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** Lizzies Learning Academy LLC **Provider Number / Facility ID Number** 5000591705 / 001 - 2006914

**Address - Facility (Street, City, State, Zip Code)** 4610 W Fond Du Lac Ave Milwaukee WI 532162423 **Telephone Number** 414-793-3218 **Date - Regulation Visit** 7/24/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(1)(b) <b>Age Range Of Children</b></p> <p>Description: On 7/24/24, children under the age of 2 were observed in care. The center is licensed for 2 years to 11 years, 11 months.</p>	<p>NO children under age 2 will be in care, only 2 yrs - 11 yrs &amp; 11 months will be in care at all times.</p>	<p>8/12/24</p>	
<p>2 251.04(2)(k) <b>License Posted &amp; Visible</b></p> <p>Description: The child care license was not posted. **This was verified as corrected via email on 7/29/24**</p>	<p>License will be posted &amp; visible at all times.</p>	<p>8/7/24</p>	

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<p>3</p> <p>251.04(6)(a) <b>Child Record - Maintenance &amp; Availability</b></p> <p>Description: On 7/24/24, there were no children files available for review for Child #8 - #14.</p>	All children files will be available for reviews at all times	7/24/24	
<p>4</p> <p>251.04(6)(a)1. <b>Child Record - Enrollment Information</b></p> <p>Description: Persons authorized to call for/receive child had missing information on file for Child 1.</p>	All information will be available in each child file moving forward.	8/1/24	
<p>5</p> <p>251.04(6)(a)6. <b>Child Record - Health History</b></p> <p>Description: The health history information on file for Child 4, identified as having asthma, was incomplete. There was no documentation on triggers that may cause the problem and signs or symptoms to watch for.</p>	Children files will be reviewed weekly to ensure all information is complete.	8/1/24	

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<p>9</p> <p>251.05(2)(a)4.d. <b>Staff Record - Educational Qualifications</b></p> <p>Description: The center lacked documentation of staff's educational qualifications at the time of the licensing visit for 4 Staff identified as teachers, Staff A, C, H and K</p>	<p>All Staff Files will have educational qualifications on file for review at all times</p>	<p>8/1/24</p>	
<p>10</p> <p>251.05(2)(a)5. <b>Staff Record - High School Diploma</b></p> <p>Description: Staff A, B, D, E, H, and K did not have documentation of a high school diploma or its equivalent at the time for the licensing visit.</p>	<p>All staff was asked to turn in high school diploma right away, moving forward all staff will have document upon hire.</p>	<p>9/15/24</p>	
<p>11</p> <p>251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b></p> <p>Description: Staff is not consistently documenting hours worked when used to meet staff-to-child ratio. In the School age room, on 6/8/24 and 6/15/24, staffs hours were not documented when children were in care. On 7/23/24, staff did not sign in and out and on 7/24/24, staff did not sign in.</p> <p>In the Toddler room, on 7/21/24, staffs hours were not documented when children were in care. On 7/23/24, staff did not document hours from 5:20-6:00pm when children were in care and on 7/24/24, staff did not sign in.</p>	<p>All Staff will document days &amp; hours worked on attendance book and classrooms tracker binders at all times,</p>	<p>7/24/24</p>	

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15 251.05(3)(g)1. <b>Assistant Child Care Teacher - Supervision</b>  Description: On 7/24/24, staff working in the infant room, toddler room, and pre-school room were not working under the supervision of a child care teacher, as required.	Any Assistant teacher will always work under the supervision of a lead teacher at all times.	7/25/24	
16 251.05(4)(a) <b>Staff Orientation - Develop, Implement, Document</b>  Description: There is no documentation of a written orientation (staff orientation checklist) was implemented for staff working in the center.	Orientation documentation will be available in staff files for review upon request.	7/24/24	
17 251.055(1)(b) <b>Supervision - Teacher Per Group Of Children</b>  Description: On 7/24/24, children in the infant room, toddler room, and pre-school room were not supervised by a qualified lead staff person.	Children will be supervised by a qualified lead Teacher at all times	7/25/24	
18 251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The center's tracking procedures was not followed, when on 7/24/24, the Toddler Room, Pre-school and school age room transitioned to the outdoor play space. The director reported staff left the attendance/tracking binders inside the classroom.	Child trackers will stay with teachers at all time during transitioning times moving forward	7/24/24	

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23 251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b> Description: In the outdoor play space, the wood panel on the fence was not secure. There was a significant amount of garbage and a piece of a cigarette attached to a filter was observed on the ground and accessible to children.	The outdoor space will remain clean and in good condition at all times.	7/24/24	
24 251.06(2)(o) <b>Windows &amp; Doors Used For Ventilation</b> Description: Upon licensors arrival, the front door was propped open by a chair.	The front door will never be propped open again. All staff are aware.	7/24/24	
25 251.06(4)(a) <b>Fire Extinguishers - Operable, Inspected, Labeled</b> Description: The label for the fire extinguisher located in the rear hallway does not indicate it was last inspected within the last 12 months; the last inspection was 6/2023. **This was verified as corrected via email on 7/29/24**	Fire extinguishers will be checked monthly to ensure dates are accurate	7/24/24	
26 251.06(9)(d)1.c. <b>Food Storage - Cold Storage Thermometers</b> Description: There was no thermometer in the kitchen freezer chest.	A thermometer was placed in freezer chest right away.	7/24/24	

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31 <b>251.07(6)(dm)2. Medical Log - Pages &amp; Entries</b>  Description: The medical log book in the pre-school room had skipped lines and an entry on 6/18/24 was not signed or initialed by the person making the entry.  An entry in the medical log book in the school age room dated 7/22/24 was written in pencil.	moving forward there will be no space or pencil entries in the medical log book. person making entry will always sign.	7/24/24	
32 <b>251.07(6)(f)6. Current Authorizations For Medications On Premises</b>  Description: Several medications observed on the premises lacked a current written authorization form signed and dated by the child's parent.	Any medication on premises will have authorized signature by parent on file at all times	7/25/24	
33 <b>251.07(6)(i)1. Washing Child's Hands &amp; Face</b>  Description: In the toddler room, a child's hands was not washed after the child had been diapered.	When diapering all children & teachers will wash hands right after moving forward.	7/24/24	

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38 251.09(3)(a)2. Infant & Toddler - Food & Formula Brought From Home  Description: In the infant room, a container of baby formula observed in a child's cubby was open but was not labeled with the child's name and dated to reflect the date the container had been opened.	All baby formula will be dated and labeled with child name at all times	7/24/24	
39 251.09(3)(a)2m. Infant & Toddler - Correct Food, Breastmilk, Or Formula  Description: There were two bottles in the infant room that was not labeled with the child's name or dated and one bottle was labeled with the child's name but was not dated.	All bottles will be labeled and dated at all times	7/24/24	
40 251.09(4)(b) Infant & Toddler - Sinks In Self-Contained Area  Description: The sink located in the infant room, for diapering purposes, contained children's toys.	Childrens toys will be placed in a dirty toy bucket for washing instead of inside sink.	7/24/24	

NAME - Agency Worker  
Kristin Keck, Maureen Slatten

Date Issued  
8/12/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed