

Attachment "B"

STATE OF WISCONSIN

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

| | | |
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| Date Correction Plan Due 12/5/2024 | 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)(f) 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 Lizzie's Learning Academy Llc | | Provider Number / Facility ID Number 5000591705 / 001 - 2006914 | | |
|---|--|--|--------------------------------------|-------------------|
| Address - Facility (Street, Crty, State, Zip Code) 4610 W Fond Du Lac Ave Milwaukee WI 532162423 | | Telephone Number 414-793-3218 | Date - Regulation Visit 11/6/2024 | |
| | Rule/Statute Number Noncompliance Statement | Correction Plan | Expected Completion Date | Verification Date |
| 1 | 251.04(2)(L)1.b. Department Notices Posted Description: An Order letter dated 8/12/24 was not posted. | Order letter was posted immediately. | 11/6/24 | |
| 2 | 251.04(6)(a)6 Child Record - Health History Description: The health history and emergency care plan for Child 2 was missing page 2. According to the file, Child 6 has multiple allergies, however, the health history and emergency care plan lacked information on the allergies and what to do in an event of an emergency. Repeat violation Previously cited on 7/24/2024 | moving forward children records will be complete and accurate upon request of licensing representative | 11/11/24 | |

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| 3 | 251.04(6)(a)6m Child Record - Immunization History Description: Child 6 does not have immunization history on file and has been attending the center for more than 30 days. | All children immunization records will be on file no later than 30 days of their 1st day of attendance. | 11/15/24 | |
| 4 | 251.04(6)(a)8 a Child Record - Physical Exam - Under 2 Description: There was no record for Child 8 of having a physical exam in the past 6 months. The last exam was in December 2023. | Children files will be audited weekly to ensure paperwork is updated as needed. | 11/15/24 | |
| 5 | 251.04(6)(b) Current, Accurate Daily Attendance Record Description: Attendance was not current and accurate on the day of the licensing visit. There were 21 children in care but only 19 children signed in. Repeat violation. Previously cited on 7/24/2024. | We will maintain a current, accurate written record of the daily attendance at all times. | 11/6/24 | |

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| 6 | <p>251.05(2)(a)1 Staff Record - Personal Information</p> <p>Description: The files for Staff C, E, F, and H did not contain information for previous work experience and/or reasons for leaving previous positions.</p> <p>The file for Staff G did not have emergency contacts list or prior training in early childhood education.</p> | Each staff will maintain a complete and accurate file at all times. | 11/15/24 | |
| 7 | <p>251.05(2)(a)3 a Staff Record - Physical Examination</p> <p>Description: The file for Staff C lacked documentation of a physical examination upon licensing review. Staff C started in June 2024.</p> <p>Repeat violation: Previously cited on 7/24/2024</p> | Staff files will be audited weekly to ensure accuracy. | 11/15/24 | |
| 8 | <p>251.05(2)(a)5. Staff Record - High School Diploma</p> <p>Description: Staff B did not have documentation of a high school diploma or its equivalent at the time of the monitoring visit.</p> <p>Repeat violation: Previously cited on 7/24/2024</p> | High school diploma will be placed in staff file upon first day. | 11/6/24 | |

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9 251.05(2)(a)6.
Staff Record - Days & Hours Worked

Description Staff are not consistently documenting hours when used to meet staff-to-child ratio. On the day of the monitoring visit, two staff were signed into the Infant room but only one staff was present. That staff member returned to the infant room during the visit. In the Toddler room, one staff member did not sign out and the other staff member did not sign in.

In the preschool room, staff signed in on 11/4/24 but did not sign out.

Repeat violation: Previously cited on 7/24/2024

Documentation of days and hours worked in each classroom included in staff-to-child ratio will be maintained at all times

11/6/24

10 251.05(3)(cm)
Child Abuse & Neglect - Biennial Training

Description Staff I, identified as a volunteer and in contact with children in care, does not have documentation of a current child abuse and neglect training.

Repeat violation: Previously cited on 7/24/2024

Any volunteer will definitely have a file in compliance moving forward

11/15/24

11 251.05(3)(gr)3 a
Meal Prep Personnel - Training

Description Staff B and G, identified as the meal prep personnel, does not have documentation of completing at least 4 hours of training in kitchen sanitation, food handling, and nutrition.

Any staff that prep meals will have proper training to do so.

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| 12 | <p>251.05(3)(j)3 Volunteer Not Counted In Ratio - Training</p> <p>Description Staff I, a volunteer observed in the preschool room at the time of the licensing visit, does not have documentation of completed training in child care programming and procedures before working with children in care.</p> | Any volunteer will have proper documentation on file at all times. | 11/15/24 | |
| 13 | <p>251.055(1)(a) Supervision Of Children</p> <p>Description Sight and sound supervision was not maintained when preschool children were allowed to use the restroom unsupervised. The teacher for the classroom was standing in the hallway by the restroom with other children while some children were inside the bathroom with the door to the bathroom closed.</p> <p>There was no staff in the preschool room as children were laying down for nap time. The infant room teacher stepped in after licensors arrived and reported the preschool room teacher was on break.</p> | Restroom breaks will be supervised within sight and sound. | 11/6/24 | |
| 14 | <p>251.055(1)(f) Child Tracking Procedure</p> <p>Description The center's tracking procedures were not followed when on the day of the licensing visit, nine children were present in the Preschool room but only seven children were marked on the tracking record.</p> <p>Repeat violation Previously cited on 7/24/2024</p> | All classroom trackers will be tracked every hour to ensure accuracy. | 11/6/24 | |

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| 15 251.06(10)(dm)2. Potty Chairs - Disinfected Description: A potty chair containing urine was observed in the girls bathroom. | Potty chairs will be dumped immediately after each use. | 11/6/24 | |
| 16 251.06(11)(bm)3 Outdoor Play Equipment - Construction, Condition Description: In the outdoor play space, broken toys with sharp edges were observed and accessible to children Repeat violation: Previously cited on 7/24/2024 | Broken toys will be tossed immediately and the play equipment will be monitored more frequently. | 11/6/24 | |
| 17 251.06(2)(n) Garbage Containers - Construction & Disposal Schedule Description: A garbage container that contained used plates and food waste was observed outside the kitchen. Garbage containers in the building shall be rigid, covered, and watertight. | All garbage cans will be covered at all times. | 11/6/24 | |
| 18 251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: There is no documentation that monthly fire evacuation and tornado drills were conducted for the month of October 2024 | Fire / Tornado drills will be documented monthly. | 11/6/24 | |

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| 19 | <p>251.06(4)(a) Fire Extinguishers - Operable, Inspected, Labeled</p> <p>Description: The fire extinguisher located near the front entrance does not indicate it was last inspected within the last 12 months, the last inspection was August 2023.</p> <p>Repeat violation: Previously cited on 7/24/2024</p> | <p>Fire extinguisher was updated. Fire Extinguishers will be checked every 6 months.</p> | 11/6/24 | |
| 20 | <p>251.06(4)(jm)2 Fire Alarms & Smoke Detectors - Testing</p> <p>Description: There is no documentation demonstrating that the required monthly smoke detector testing was conducted for the month of October 2024.</p> | <p>Documentation of testing will be updated monthly.</p> | 11/6/24 | |
| 21 | <p>251.06(9)(d)2.a Food Storage - Dry Food</p> <p>Description: An open box of instant mash potatoes observed in the kitchen was not stored in bags with zip type closures or food grade containers with tight-fitting covers. **The box was thrown out during the monitoring visit**</p> <p>Repeat violation: Previously cited on 7/24/2024</p> | <p>All open dry food will be stored properly immediately.</p> | 11/6/24 | |

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| 22 | <p>251 06(9)(f)3. Food - Leftover Prepared Food</p> <p>Description Six plates of food that was prepared for lunch, was observed sitting on the kitchen counter with paper towel on top.</p> <p>Salisbury Steak that was prepared for lunch was not refrigerated and stored properly but was observed sitting in a bowl on the counter</p> <p>Leftover nce observed in the refrigerator was not dated</p> | All food will be properly stored or tossed in an appropriate time manner | 11/6/24 | |
| 23 | <p>251 06(9)(f)5. Food - Thawing</p> <p>Description Frozen foods (Salisbury Steak), labeled keep frozen, was observed thawing in the kitchen sink.</p> | Any frozen food will be placed in refrigerator in enough time to thaw | 11/6/24 | |
| 24 | <p>251 07(5)(a)10. Sharing Information About Food & Other Allergies</p> <p>Description A list of childrens food allergies are not posted in the kitchen and classroom.</p> | Children Allergy list was posted immediately. | 11/6/24 | |

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| 25 | <p>251.07(5)(a)5 a. Menus - Post</p> <p>Description: Menus of meals and snacks provided by the center shall be posted in the kitchen and in a conspicuous place accessible to parents. Menus are posted in the kitchen but there is no menus posted in a place for parents.</p> | <p>Menu was posted for parents view immediately and will always be available for view</p> | <p>11/6/24</p> | |
| 26 | <p>251 07(5)(a)6. Menus - Changes</p> <p>Description: Changes that were made to the planned menu were not documented on the menu to reflect what was actually served. For example, on the day of the licensing visit, lunch states turkey will be served when Salisbury Steak was served.</p> | <p>Day of any changes to the menu will be adjusted on the menu right away.</p> | <p>11/6/24</p> | |
| 27 | <p>251 07(6)(dm)2 Medical Log - Pages & Entries</p> <p>Description: The medical log book in the toddler room had skipped lines</p> <p>Repeat violation Previously cited on 7/24/2024</p> | <p>The medical log book will be reviewed more often to ensure accuracy</p> | <p>11/6/24</p> | |

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| 28 | 251.07(6)(f)6 Current Authorizations For Medications On Premises Description: An inhaler, observed on the premise, lacked a current authorization form signed and dated by the child's parent. Repeat violation. Previously cited on 7/24/2024 | Any medications on premises will be accompanied by a signed authorization form by parent | 11/6/24 | |
| 29 | 251.09(1)(am) Infant & Toddler - Intake Information Description: Child 2 did not have a complete infant/toddler intake form on file, pages 2 & 4 were missing | All children under 2 yrs will have a completed intake form on file. | 11/6/24 | |
| 30 | 251.09(1)(b) Infant & Toddler - Location & Sharing Intake Information Description: Infant and Toddler intake forms were not available in the room care was provided. Repeat violation. Previously cited on 7/24/2024 | All intake forms were placed in infant Rm where they will maintain for review. | 11/6/24 | |
| 31 | 251.09(1)(j) Infant & Toddler - Crib Mattresses & Coverings Description: The mattress covering (sheets) in the Infant room did not fit snugly over the mattress in the Pack n Play Repeat violation. Previously cited on 7/24/2024 | Moving forward all pack-n-plays will be covered with a tight fitting sheet | 11/6/24 | |

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Telephone Number
414-793-3218

Date - Regulation Visit
11/8/2024

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| | | | 32 | 251.09(1)(k) Infant & Toddler - Bedding Description In the infant room, blankets used to cover children were not tucked tightly under the mattress and kept away from the children's mouth and nose. Three children (all one years old) were observed with blankets over their face during the monitoring visit |
| 33 | 251.09(1)(L) Infant & Toddler - Soft Materials In Cribs Description In the infant room, an infant was observed sleeping in a crib with a bib on | Bibs will always come off before lying down for nap. | 11/6/24 | |
| 34 | 251.09(3)(a)11. Infant & Toddler - Care During Feeding Description On the day of the monitoring visit, three children in the infant room were observed sitting in highchairs without safety straps | Infants & Toddlers will be with safety straps during feeding | 11/6/24 | |

NAME - Agency Worker
Krstin Keck, Sara Cooney

Date Issued
11/18/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

11/22/24