

DEC 04 2018

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and EducationSOUTHEASTERN REGIONAL OFFICE
DCF DECE BECR

STATE OF WISCONSIN

Date Correction Plan Due 12/3/2018	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.

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.

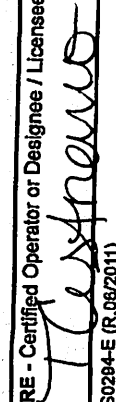
Name - Certified Operator / Licensed Center Kindercare Learning Ctrs-S 108Th St		Provider Number / Facility ID Number 0000580590 / 035 - 220081	
Address - Facility (Street, City, State, Zip Code) 6350 S 108Th St Franklin WI 53132		Telephone Number 414-425-9330	Date - Regulation Visit 11/8/2018
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.04(5)(a)1. Staff File - Staff Record Information Description: The file for Staff A lacked a complete Staff Record Information form at the time of licensing review. Staff was working as a Teacher, staff record form stated they were an Assistant Teacher.	Management will review all current staff monthly. Management will spend one day with all new employees to ensure 100% compliance with state file.	12.3.2018
2	251.04(5)(a)5. Staff File - Registry Certificate, Educational Qualifications Description: The files for Staff A, Staff B, and Staff C lacked certificates from The Registry documenting that the person has met the educational qualifications for the position. Repeat violation: Previously cited on 8/15/2018, 5/25/2018, 1/17/2017	All new staff will be trained on the Registry process, and their certificate will be acquired within the first 3 months of employment. Management will help to update Registry certificates alongside employees who receive additional Educational qualifications	12.15.18

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3	<p>251.04(5)(a)8. Staff File - Days & Hours Worked</p> <p>Description: Staff days and hours worked, when used in staff-to-child ratios, were not accurately documented on November 1, 2018.</p> <p>Repeat violation: Previously cited on 8/15/2018, 5/25/2018</p>	<p>Retrain staff on expectations of the Child Supervision Record (CSR).</p> <p>Management will review twice a day, initial, and coach when needed.</p>	12.3.18	
4	<p>251.04(6)(b) Current, Accurate Daily Attendance Record</p> <p>Description: Attendance was not current and accurate upon review. A child was observed signed into the Toddler class attendance on Tuesday, October 30, 2018; however, no departure time was present for the child.</p> <p>A Notice of Order was issued January 27, 2017. Forfeitures were issued June 14, 2017, November 10, 2017, and August 21, 2018.</p> <p>Repeat violations: Previous cited on 8/15/2018, 11/02/2017, 06/07/2017, 01/17/2017</p> <p>Repeat violation: Previously cited on 11/2/2017, 8/7/2017, 1/17/2017</p>	<p>All staff to be trained on expectations of the daily written record on Feb. 2018 by Four Cs.</p> <p>Children will be signed in/out by teachers as they arrive and leave the center each day.</p>	12.3.18	
5	<p>251.05(1)(L)1. Staff Health Examination - Requirements</p> <p>Description: The file for Staff C lacked a Staff Health Examination on the required Department form. The file only contained results from a TB test.</p>	<p>All staff upon hire will have a completed staff health examination in their state file within 30 days of their start date.</p>	12.15.18	

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6350 S 108Th St Franklin WI 53132		414-425-9330	11/8/2018
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>6 251.05(2)(a)5. Staff Orientation - Job Responsibilities</p> <p>Description: The file for Staff A lacked documentation of an orientation for staff's current job position/responsibilities. The orientation present was for an assistant teacher, staff was working as a teacher at the time of licensing visit.</p> <p>Repeat violation: Previous cited on 5/28/2018</p>	<p>Management will review current staff files monthly. Management will document new orientation of staff as they are promoted and/or transfer.</p>	12.3.18	
<p>7 251.05(3)(c) Close Supervision Of Children</p> <p>Description: Children were not closely supervised by a child care worker who was able to guide the children's behavior and activities, prevent harm and assure safety. At the time of licensing visit, a child in the four and five-year-old room was observed standing on a chair and reaching to the table, attempting to build a tower. As staff asked children to line up to wash their hands, a child was observed climbing onto the table and crawling across it. Child was observed crawling across the table multiple times.</p> <p>A Forfeiture was issued June 14, 2017.</p> <p>Repeat violation: Previously cited on 6/7/2017</p>	<p>All staff to be trained on expectations of supervision with guidance for all children on Feb. 2018 by Four Cs. Management will utilize Inclusions Services to assist in different guidance techniques.</p>	12.3.18	

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		Telephone Number 414-425-9330	Date - Regulation Visit 11/8/2018
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8	251.06(5)(c) Garbage Containers - Construction & Disposal Schedule Description: The garbage container, located in the four and five-year-old room, was observed to not be covered at the time of visit. Container was observed with food residue in it. A Warning Letter was issued August 21, 2018. Repeat violation: Previously cited on 8/15/2018, 3/21/2018, 6/7/2017	All garbage cans that did not have lids have been replaced. Extra lids have been ordered, and are on hand when needed to replace. Going forward, all food residue will be discarded into separate container, and disposed after meals.	12.3.18
			Verification Date

NAME - Certification Worker / Licensing Specialist
 Kayla Sands

SIGNATURE - Certified Operator or Designee / Licensee or Designee


DCF-F-CFS0294-E (R.06/2011)

Date Issued
 11/26/2018

Date Signed
 12.3.2018