

# Attachment "A"

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Early Care and Education

STATE OF WISCONSIN

<b>Date Correction Plan Due</b> 8/7/2019	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>
	<b>TO FILE A COMPLAINT CALL</b> 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.

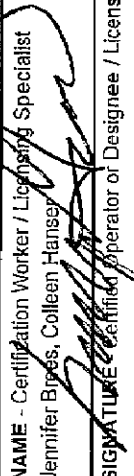
Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Busy Bee's Child Care Center Llc 1 Address - Facility (Street, City, State, Zip Code) 8918 12Th St Kenosha WI 53144		7000557997 / 001 - 220031	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Date - Regulation Visit
1	251.04(6)(c)1. Medical Log - Requirements Description: Lines were skipped in the medical log book on page 18.	Compliance was corrected. Lines were exited out and corrected. Staff meeting was conducted and staff were retrained on center medication and sleeping log procedures.	7/12/19
2	251.04(6)(c)2. Medical Log - Entries Description: Entries in the medical log book were made in pencil on 8-6-18 and 5-17-19. Entries in the medical log book dated 5-17-19, 6-11-19 and 6-13-19 were not signed or initialed by the person making the entry.	Staff meeting was conducted and staff were retrained on center medication and sleeping log procedures.	7/12/19

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9918 12Th St Kenosha WI 53144		262-859-2283	7/11/2019	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
3	<p>251.05(3)(f)  <b>Child Tracking Procedure</b>                      Description: There were 4 children present in the Toddler room and none were marked on the tracking sheet.                      There were 4 children present in the Infant room and none were marked on the tracking sheet. Tracking has not been documented at all in this room since 7/7/19. The tracking in the preschool/school-age room was not accurate as children who were off site at a field trip were not marked off of the tracking present in the classroom.</p>	<p>Tracking logs were corrected immediately in all classrooms.                      Pre School/School age tracking log was corrected and children off site were marked off log.</p>	6/20/19 7/11/19	
4	<p>251.06(11)(b)5.  <b>Outdoor Play Space - Energy-Absorbing Surfaces</b>                      Description: There was not 9" of an energy absorbing material under the equipment that is over 4" in height.</p>	<p>Spots of pea gravel were ordered on 7/20/19. Scheduled delivery is 8/2/19 after delivery playground will meet about safety requirements. Staff and parent were addressed about missing information on med form. During staff meeting staff were returned on center policy regarding correct procedure on ordering medication authorization forms signed by parents.</p>	6/27/18	
5	<p>251.07(6)(f)1.a.  <b>Medication Administration - Parent Authorization</b>                      Description: A authorization for Children's Tylenol did not include specific times for the medication to be administered. The authorization stated <input type="checkbox"/> as needed <input type="checkbox"/>.</p>	<p>Staff and parent were addressed about missing information on med form. During staff meeting staff were returned on center policy regarding correct procedure on ordering medication authorization forms signed by parents.</p>	7/2/19	

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6	<p>251.07(6)(f)3. Medication - Storage</p> <p>Description: A box of Children's Tylenol and a Box with children's Motrin was stored in a clear plastic container in a hallway cubbie outside of the Toddler room. The plastic container was not sealed and is in an area accessible to children.</p>	<p>Medication was removed from cubbie and stored in medication bag located in the office. Medication was given back to parent during pickup.</p>	7/11/2019	
7	<p>251.07(6)(f)6. Current Authorizations For Medications On Premises</p> <p>Description: A box of Motrin was observed for a child in the center and no authorization. A box of Tylenol was observed and the authorization expired 7/25/18. Children's Motrin was observed in the office with an authorization date of 5/23/19, exceeding the length of time specified on the label.</p>	<p>Motrin Medication was returned to parent and parent was made aware. Needs were not administered due to no medication authorization form signed. Both the Tylenol and expired Motrin were discarded immediately.</p>	7/11/2019	
8	<p>251.08(2)(b) Emergency Information In Vehicle</p> <p>Description: Emergency information, including parent contact, physician contact and consent for emergency medical treatment for children was not observed on the vehicle for the children observed returning from a field trip.</p>	<p>Emergency contact numbers were made containing all children's emergency contact and health history information. During staff meeting staff were addressed to always take emergency cards when from when leaving the premises on outings or scheduled field trips.</p>	7/16/19	7/18/19

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9	251.08(5)(e) Transportation- Procedure To Ensure Children Exit Vehicle  Description: The center did not implement a procedure to track the children being transported on the field trip. The tracking log for the children returning from the field trip was with another group of children who were still off site on the field trip.	LA-Staff meeting proper tracking procedures were addressed. Each staff member is to keep carry their classroom tracking log when leaving center and to ensure vehicles exit vehicle attendance and had count must be made before and after leaving vehicle. Vehicle Safety Alarm was installed 7/15/2019 a video texting was sent to Jennifer Bress for verification on 7/15/2019	7/12/19	
10	251.08(8)(a) Vehicle Safety Alarm - Installed  Description: There was not a vehicle child safety alarm installed on the vehicle that was observed being used to transport children from a field trip.	Developmental changes were documented for both children and updated by parents. Staff were retrained about updating developmental changes every 3 months.	7/12/19	
11	251.09(2)(bm) Infant & Toddler - Sleep Position  Description: An infant was observed sleeping in a swing. There is not a physician note on premises to allow this.	Chair was removed from swing and placed in crib. During staff meeting staff was addressed about proper sleeping sleeping procedures and all children are to be moved to their assigned crib if they fall asleep in a swing or bouncer chair.	7/11/19	

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<b>Telephone Number</b> 262-859-2283		<b>Date - Regulation Visit</b> 7/11/2019	
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**NAME - Certification Worker / Licensing Specialist**  
 Jennifer Bryes, Colleen Hanser  
**SIGNATURE**  **Operator or Designee / Licensee or Designee**  
**Date Issued** 7/23/2019  
**Date Signed** 7/31/19