

<b>Date Correction Plan Due</b> 1/23/2018	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 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)(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.

**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.

<b>Name - Certified Operator / Licensed Center</b> St Francis Children's Center		<b>Provider Number / Facility ID Number</b> 7000560387 / 001 - 220452	
<b>Address - Facility (Street, City, State, Zip Code)</b> 6700 N Port Washington Rd Glendale WI 532173919		<b>Telephone Number</b> 414-351-0450	<b>Date - Regulation Visit</b> 1/8/2018
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	<p>251.05(3)(f) <b>Child Tracking Procedure</b></p> <p>Description: Tracking is not implemented in toddler west. A child who arrived at 11:30 was not signed into tracking until 12:25. Tracking is not implemented in toddler east. A child who arrived at 9:15 was not signed in until 12:25.</p> <p>Repeat violation: Previously cited on 6/14/2017</p>	<p>The sheets were corrected and we immediately counseled classroom staff on the importance of accurately tracking the children who are in the classrooms due to the safety issues represented by accurate tracking. We will regularly check attendance sheets for compliance.</p>	January 8, 2018
2	<p>251.06(2)(a) <b>Potential Source Of Harm On Premises</b></p> <p>Description: Three can openers and two bottle openers are in an unlocked drawer in the twos room. This was corrected at the visit.</p> <p>Repeat violation: Previously cited on 6/14/2017, 6/7/2016</p>	<p>A substitute classroom assistant neglected to lock the drawer after retrieving an implement. We counseled her on the importance of locking drawers and also counseled with the regular staff on the importance of checking the actions of substitute staff. We will check for compliance regularly.</p>	January 8, 2018

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3	251.06(3)(c) <b>Emergencies - Record Of Fire / Tornado Drills</b>  Description: There is no record of a fire drill in December 2017.	The December fire drill was run on 12/13/17 and entered on our electronic record but not yet printed and added to the hard copy binder. We have now adopted the practice of printing to hard copy immediately after a drill is run.	January 8, 2018
4	251.06(9)(d)1.b. <b>Food Storage - Refrigeration Units</b>  Description: The infant room refrigerator is at 48 degrees.  Repeat violation: Previously cited on 6/14/2017, 6/7/2016	The refrigerator was turned to a cooler setting immediately. The fridge had been opened several times just before the license visit. We are monitoring closely. The fridge does maintain 40 degrees and lower. Should it not, we will replace immediately.	January 8, 2018

**NAME - Certification Worker / Licensing Specialist**  
Marykay Smet

**Date Issued**  
1/9/2018

**SIGNATURE - Certified Operator or Designee / Licensee or Designee**

*Doni Buccella*

**Date Signed**  
1/23/2018