

# 120 DAY CORRECTION PLAN

## Next Door Head Start 05CH8319

Safe and Clean Facilities 1304.53(a)(10)(vi) .....Concern  
 Safe and Clean Facilities 1304.53(a)(10)(vii).....Non-compliance  
 Healthy Learning Environments 1304.22(c).....Concern  
 Safe Learning Environments and Supervision 1304.52(i)(1)(iii).....Non-compliance

**Life Safety Code: Next Door Head Start is unable to meet these codes for all classrooms.** Next Door Head Start classrooms meet all local licensing requirements, however Next Door is unable to have exits from all classrooms leading directly outside. Some classrooms do have direct access to the outside but many are in older buildings including school district building

Date	Activity	Participants	Correction Oversight	Corrective Actions Or Content Covered
<b>ENVHS 1.1 Safe and Clean Facilities</b>				
May 27, 2015	Request to Milwaukee Public Schools (MPS) to install smoke detectors	Executive Director See email below from MPS facilities manager	Executive Director Classrooms 119, 123, 118	Next Door leases space from MPS for Head Start Classrooms at the Oliver Wendall Holmes School. The School is grandfathered in from installing smoke detectors. The School has approved safety equipment installed to alert staff of an impending or potential fire.

From: Lenski, Michelle J [lenskimj@milwaukee.k12.wi.us]  
Sent: Wednesday, May 27, 2015 12:39 PM  
To: Carol Keintz  
Cc: Linn, John A  
Subject: RE: Message from KMBT\_C360

Carol,


I enlisted the help of our mechanical engineer to help you answer your question about the smoke detectors.

The Fire Alarm (FA) system is grandfathered under the code and at the time of installation the code did not require smoke detection in all areas of the building. The existing fire alarm system meets the code and does not require installation of smoke detectors since it is grand fathered in.

If you did need to have smoke detection added, the units would need to meet today's code which would include a smoke detector connected to and monitored by the building fire alarm system. The stand-alone/battery operated units used in homes are not allowed.

If you need to have smoke detectors installed in the classrooms, it would cost approximately \$10,000 which would need to be paid for by NDF. However, you can hopefully explain to the auditors that the existing rooms meet the code. Hopefully this information will help you answer the question from your audit. Let me know if you have any further questions.

Michelle

Date	Activity	Responsible Staff	Correction Oversight	Corrective Actions Or Content Covered
<p><b>ENVHS 1.2 Safe and Clean Facilities</b> – The Grantee did not ensure exits were clearly marked. Forty-six settings were observed, and 41 did not have Exit signs posted over classroom doors.</p>				
<p><b>April 2015</b></p>	<p>“Exit” signs were posted over classroom doors                      Maliaka: 125,121,122,124,                      Urban Day School                      126,114,124,125,113,119,127,                      Next Door 29<sup>th</sup> St                      68,77,65,129,131,120,128,                      Next Door Capitol                      149,104,101,109,131,129,139,                      120,122,107,127,106,103,137,                      115,151,133,113,131,                      Oliver Wendall Holmes                      121,119,123,118</p>	<p>I T and Facilities Director</p>	<p>Head Start Director</p>	<p>Signs are now posted, see photo below</p> 

Date	Activity	Responsible Staff	Correction Oversight	Corrective Actions Or Content Covered
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**ENVHS 2.6 Healthy Learning Environments** In 1 to 10% (Next Door 29<sup>th</sup>, 77) of the program's settings, child or adult medications were not labeled, stored under lock and key, or refrigerated, if necessary.

<b>Immediately</b>	Following medication procedures	Nurse	Lead Pediatric Nurse / Head Start Director	<ul style="list-style-type: none"> <li>• Nurse provided the medication authorization form for the epi-pen to the medication box.</li> <li>• Met with nursing staff to ensure that procedures are followed for classroom 77 and all classrooms</li> <li>• Teachers in classroom 77 were provided with training on medication procedures</li> </ul>
<b>2015 Pre-service Training</b>	Revised Health and Safety Checklist	Nurses will conduct H&S Checks during summer / Health Assistant will conduct H&S Checks in fall	Head Start Director	H & S Checks will be monitored monthly and reviewed by Site Directors and Head Start Director to ensure that authorizations are present for all medications