

<b>Date Correction Plan Due</b> 11/14/2023	<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)(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.

<b>Name - Certified Operator / Licensed Center</b> Waukesha Ymca Childrens Academy		<b>Provider Number / Facility ID Number</b> 4000558914 / 008 - 2001434		
<b>Address - Facility (Street, City, State, Zip Code)</b> 100 E Broadway Waukesha WI 531865009		<b>Telephone Number</b> 262-522-4977	<b>Date - Regulation Visit</b> 10/26/2023	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: Child tracking was not accurate at the time of the visit in the two year old room. Two children who are present were not on the tracking sheet.	Talked with staff to remind them to keep tracking sheet updated at all times. Was fixed immediately.	10/26/23	
2	251.07(6)(dm)3.a. <b>Medical Log - Observation Or Evidence Of Injury</b>  Description: An infant came to the child care with a scratch under her eye. This injury is not documented in the medical log book.	The injury was documented in the medical book right away. Staff reminded to document any marks a child comes in with.	10/26/23	

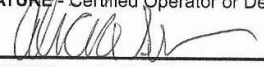
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3	251.09(1)(am) <b>Infant &amp; Toddler - Intake Information</b>  Description: One of the infant and toddler intake forms reviewed is incomplete as it is missing page 2 and page 3.	The parent was given the intake form to complete pages 2 + 3	11/1/23
4	251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b>  Description: One out of three infants and toddler intakes reviewed had not been updated in the last three months. It was last updated on 2/16/23.  Repeat violation: Previously cited on 12/23/2021	Intake form was updated, staff reminded to update every 3 months.	10/31/23
5	251.09(1)(j) <b>Infant &amp; Toddler - Crib Mattresses &amp; Coverings</b>  Description: The crib sheets are not tight fitting.	Sheet straps were purchased to ensure all cribs have tight fitting sheets.	10/30/23
6	251.09(3)(a)2. <b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b>  Description: Bottles brought from home in the infant room are labeled with a name but none of them are labeled with a date.	All bottles were dated that day + staff was reminded to put names + dates each day.	10/26/23

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**NAME - Agency Worker**  
Sara Cooney, Katrina Tarantino

**Date Issued**  
10/31/2023

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



**Date Signed**  
11/2/2023