

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL

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

Steps To Success Lrng Center

Provider Number / Facility ID Number

5000590085 / 001

Address - Facility (Street, City, State, Zip Code)

1725 W Center St Milwaukee WI 532062107

Telephone Number

414-391-9844

Date - Regulation Visit

4/9/2024

**Rule/Statute Number
Noncompliance Statement**

Correction Plan

**Expected
Completion Date**

**Verification
Date**

1 202.08(12)(c)
The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian.

Description: Child #2 was missing a written contract that specifies the charge for child care services and the expected frequency of payment that is signed by a parent or guardian and the operator.

Parent will receive a new written parent / provider contract. which will include child's payment amount & frequency of payment

4/10/2024

Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>2 202.08(12)(f)1-4 Prior To A Child's First Day Of Attendance For Any Child In Care, Obtaining Information On A Form Prescribed By The Department With Enrollment And Health History Information, Including All Of The Following: 1. The Parents' Home And Work Phone Numbers. 2. Health History, Including Information Relating To A Child's Special Health Care Needs And Emergency Care Plan. 3. The Parents' Signed Consent For Emergency Medical Care. 4. A Name And Number To Call If The Child Requires Emergency Medical Care.</p> <p>Description: Child #1 and #2 did not have an enrollment and health history information on file.</p>	<p>I will review each child file(s) to ensure enrollment & health history documents are attached to file folder</p>	<p>4/10/2024</p>	
<p>3 202.08(12)(i) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Informing The Parent In Writing Whether The Premises And Child Care Business Are Covered By A Child Care Liability Insurance Policy.</p> <p>Description: The operator did not communicate with the parent, informing the parent in writing whether a child care liability insurance policy covers the premises and child care business for child #1 and #2.</p>	<p>Parents will be advised upon enrollment of the center's insurance coverage plan</p>	<p>4/10/2024</p>	

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202.08(4m)(a)2.
The Emergency Plan Under Subd. 1. Shall Be Reviewed
Periodically And Practiced As Specified In The Plan.

Description: The operator stated that the tornado drill and shelter
would be in the hallway closet; however, during the visit, the closet
was used as storage and was not reviewed and practiced per the
written emergency plan.

The closet will
solely be used
for tornado practices

4/10/2024

NAME - Agency Worker

Lou Thao

Date Issued

4/23/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Y. Muston

Date Signed

4/15/2024