

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due
2/21/2024

TO FILE A COMPLAINT CALL
262-448-7800

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, 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		
Leading The Way Family Childcare		2000590612 / 001 - 2005718		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
5370 N 35Th St Milwaukee WI 532094721		414-231-3899	1/31/2024	
Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	
Verification Date				
1	250.04(2)(i).b. Department Notices Posted Description: An order letter dated 11/8/23 was not posted at the center.	Notice was reprinted and posted	1/31/24	
2	250.05(2)(c) Staff File - Days, Hours Worked Description: Documentation of actual days and hours staff worked when used to meet staff-to-child ratio was not correct, when on 1/31/24 staff's hours were pre-filled in.	Wrong time was crossed out and accurately timed	1/31/24	

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Noncompliance Statement			
3 250.08(3)(c) Required Information - Route And Stops Description: Information is not being maintained in the vehicle and center when transporting children; there was no written schedule of transportation routes and scheduled stops.	Route written on paper and placed in vehicle	1/31/24 1/31/24	
4 250.08(4)(b) Driver Training - Documentation Description: An annual driver training was not completed and on file for Staff B. **This was verified as corrected via email on 2/1/24**	information sent via email	2/1/24	
5 250.08(4)(c)1. Driver Record - Obtain & Review Description: Staff A and B, identified as the drivers, do not have an annual driving record complete and on file. **This was verified as corrected via email on 2/1/24 and 2/6/24**	Record sent via email	2/1/24	

NAME - Agency Worker
Kristin Keck, Maureen Slatten

Date Issued
2/7/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Damaris Statten

Date Signed
2/19/24