

# NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL

**Date Correction Plan Due**  
7/29/2024

**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** **Provider Number / Facility ID Number**  
Trinity Praying Hands 8000590978 / 001

**Address - Facility (Street, City, State, Zip Code)** **Telephone Number** **Date - Regulation Visit**  
3302 N Richards St Milwaukee WI 532121640 414-226-5215 7/12/2024

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>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.</p> <p>Description: Child #1, #2, #3 and #4 were 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.</p>	<p>contract has been updated parents and is in children folder</p>	<p>completed July 29, 2024</p>	

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2 202.08(4m)(e)1.-5.  
An Operator Shall Ensure That Each Provider, Volunteer,  
Substitute, And Emergency Back-Up Provider, Receives An  
Orientation Before Beginning Work That Covers The Following:

1. The Names And Ages Of Children In Care.
2. A Review Of Children's Records, Including Parent And  
Emergency Contact Information.
3. Specific Information Relating To A Child's Special Health  
Care Needs, Including Administration Of Medications,  
Disabilities, Allergies, Or Other Special Health Conditions.
4. A Review Of The Operator's Plan For Responding To  
Emergencies.
5. A Review Of This Chapter.

Staff has done the oreintation  
and is updated

completed  
July 20, 2024

Description: Staff B was missing an orientation checklist on file.

NAME - Agency Worker

ou Thao, Daisy Hong

Date Issued

7/15/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

*Felicia Thao*

Date Signed

*July 31 2024*