

<b>Date Correction Plan Due</b> 4/1/2026	<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> Wauwatosa Dc And Lrng Ctr - Trinity Woods		<b>Provider Number / Facility ID Number</b> 0000591210 / 001 - 2006374		
<b>Address - Facility (Street, City, State, Zip Code)</b> 3010 N Menomonee River Pkwy Milwaukee WI 53222		<b>Telephone Number</b> 414-625-9938	<b>Date - Regulation Visit</b> 2/26/2026	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.06(11)(b)7. <b>Outdoor Play Space - Enclosure</b>  Description: The outdoor play space lacked a complete enclosure without gaps larger than 4 inches. Gaps at the bottom of the fence near the basketball hoop were measured at 7 inches.	Additional fencing was installed to lessen the gap size that was created by the ground settling.	3/31/26	
2	251.06(2)(gm) <b>Premises - Well Drained, Clean, In Good Repair</b>  Description: The premise was not in good repair at the time of licensing visit. The preschool 1 classroom bathroom contained a sink with standing water, causing sink not to drain properly. One of the toilets in the bathroom was visibly leaking water, water was noted on the floor of the bathroom.	Building maintenance was alerted to the issue prior to visit and arrived to fix the toilet leak shortly after visit. Paper towel was also removed from sink to allow water to drain properly.  Staff were reminded that any water source on the floor or issue causing water not to drain, must be immediately addressed.	2/26/26	

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3010 N Menomonee River Pkwy Milwaukee WI 53222		414-625-9938	2/26/2026	
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3	<p>251.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b></p> <p>Description: A medication on the premise lacked a complete authorization at the time of licensing review. Authorization was blanket, noting parents would inform when medication was needed.</p> <p>Repeat violation: Previously cited on 8/20/2025</p>	<p>Medication was sent home with parent same day. Parent and staff were reminded of proper medication administering policy and that medication can never be administered "as needed."</p>	2/26/26	
4	<p>251.07(6)(f)5. <b>Medication Administration - As Labeled &amp; Authorized</b></p> <p>Description: An expired medication was observed in a classroom medication box during licensing visit.</p>	<p>The child's expired medication was sent home with parent same day. Parent returned non-expired medication prior to the child being able to return to care.</p>	3/2/26	
5	<p>251.07(6)(f)6. <b>Current Authorizations For Medications On Premises</b></p> <p>Description: A medication was observed on the premise without an authorization.</p> <p>Repeat violation: Previously cited on 8/20/2025</p>	<p>Medication was sent home with parent same day. Staff will provide medication and completed med authorization form to the center administrators to be sent home upon completion.</p>	2/26/26	

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<b>Rule/Statute Number</b> 6	<b>Noncompliance Statement</b> 251.09(1)(c) <b>Infant &amp; Toddler - Documenting Changes In Development</b> Description: Center staff failed to document changes in a child's development and routines every 3 months. Documents contained signatures and dates, but lacked actual documentation of changes; many areas were marked N/A. A Warning Letter was issued August 27, 2025.  Repeat violation: Previously cited on 8/20/2025, 2/10/2025, 7/24/2024	<b>Correction Plan</b>  Intake forms will be monitored by the center administrators moving forward to ensure staff and/or parents are properly and thoroughly updating the information.	<b>Expected Completion Date</b>  3/2/26
			<b>Verification Date</b>

**NAME - Agency Worker**  
Kayla Sands

**Date Issued**  
3/18/2026

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

**Date Signed**  
3/27/26

*Kayla Sands*