

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

Date Correction Plan Due 5/7/2024	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center		Provider Number / Facility ID Number	
Southwest Y Base - Elmwood		4000558914 / 023 - 2003028	
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit
5900 S Sunnyslope Rd New Berlin WI 531518719		414-329-3842	4/17/2024
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.04(6)(a)1. Child Record - Enrollment Information Description: Child 1 and Child 3 have incomplete emergency contact information available for review.	Staff will audit files when new students register. Staff will talk to parents to correct current missing info	4/25/24	
2 251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff A did not have a Staff Health Report available for review.	Form was completed in file. Director showed staff where to find it for future visits.	4/28/24	

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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date
3	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff A did not have verification of CAN/Mandated Reporter training available for review.	Staff re-did mandated reporter training & updated certificate 4/22	4/22/24
			Verification Date

NAME - Agency Worker
Mindi Sabjjak

Date Issued
4/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
4/22/24