

<b>Date Correction Plan Due</b> 5/5/2025	<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> Waukesha Y Base - Mill Creek		<b>Provider Number / Facility ID Number</b> 4000558914 / 029 - 2006541		
<b>Address - Facility (Street, City, State, Zip Code)</b> S46W23850 Lawnsdale Rd Waukesha WI 531895646		<b>Telephone Number</b> 262-408-2389	<b>Date - Regulation Visit</b> 4/8/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	251.04(1)(c) <b>Hours, Days, Months Of Operation</b>  Description: The center is operating during non-licensed hours.	License has been updated and hours of operations align.	4/11/25	
2	251.04(3)(a) <b>Report - Incident Or Accident</b>  Description: The center did not report that a child recieved medical attention within 24 hours. On 2/19/25, a child received medical attention after the child tripped and hit her head on the corner of the gym bleachers.	Reviewed licensing rule with staff and is noted if any future needs.	4/30/25	

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3	251.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Attendance was not current and accurate on the day of the licensing visit. There were 12 children in Room 12 but only 10 children were signed in.	Staff was talked to and renewed importance of sign ins. Each room has a sign in/out sheet.	4/30/25	
4	251.05(2)(a)6. <b>Staff Record - Days &amp; Hours Worked</b>  Description: Staff are not consistently documenting hours and do not include what room staff are working in when used to meet staff-to-child ratio. On 4/7/25, one staff member signed in but did not sign out. And on the day of the monitoring visit, one staff member signed in but three staff were present.	discussed importance with staff on why we need to be signed in. management staff is required to review at every shift.	4/30/25	
5	251.055(1)(f) <b>Child Tracking Procedure</b>  Description: The center's child tracking procedures were not followed, when on 4/8/25, 12 children were in attendance in Room 12 but 10 children were marked in on the tracking record. **This was corrected during the monitoring visit**	was corrected during visit. Staff reviewed importance. Children will be signed in upon arrival.	4/30/25	

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6	251.055(2)(e) <b>Mixed Age Group Of Children Over Age 2 - Group Size</b>  Description: On the day of the monitoring visit, from approximately 3:45pm until 4:00pm, staff-to-child ratios were not met in Room 11 when there were 23 children, ranging in age from 4-8, with 1 staff member. Based on the pro rata total of 1.3, 2 staff were required.	Staffing was planned to be in ratio. Staff member was late. Discussed importance of being on time!	4/30/25
7	251.07(6)(j)6. <b>Cleaning &amp; Protecting Superficial Wounds</b>  Description: A medical log entry, dated 2/19/25, noted alcohol wipes, gauze, and a band-aid was administered to a child who received a cut while in care. Superficial wounds shall be cleaned with soap and water only.	All alcohol wipes were removed from the program. Staff was talked to about using soap & water.	4/30/25

**NAME** - Agency Worker  
Kristin Lange, Katrina Tarantino

Date Issued  
4/21/2025

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

Date Signed

