

Date Correction Plan Due 1/6/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 920-785-7811
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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	
The Y Child Care At Trinity Lutheran		9000559219 / 030 - 2004293	
Address - Facility (Street, City, State, Zip Code) 140 N 7Th Ave West Bend WI 530953200		Telephone Number 262-808-8743	Date - Regulation Visit 10/30/2024
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	<p>251.04(3)(m) Report - Prohibited Actions</p> <p>Description: Based upon investigation, in February 2024 a center director was made aware of a child care worker engaging in a cruel and frightening prohibited action in December 2023 and failed to report it to the Department.</p>	<p>Old Director is no longer employed with the company. Current Director will keep all lines of communication open w/ DCF and upper admin at the YLCA to make sure all items that need to be reported are done so based on DCF rules.</p>	<p>1-6-2025</p>
2	<p>251.07(2)(c)1. Time Out - Age</p> <p>Description: Based upon investigation, on October 11, 2024 a 2-year-old child was directed to stand by a teacher for a few minutes because the child had been kicking wood chips while on the playground.</p>	<p>Staff will review the timeout rules and policy by DCF. Also be retrained on positive guidance and asking for help when a behavior is in the setting.</p>	<p>1-9-2025</p>

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3 251.07(2)(e)5. Prohibited Actions - Cruel, Aversive, Frightening, Humiliating Actions Description: Based upon investigation, a child care worker placed a Santa doll in a classroom and used it to scare at least one child between December 2023 until February 2024, when management directed the child care worker to remove the Santa from the room.	Director has gone around to all room and made sure all items in room are educational and developmentally appropriate. All new items coming in need to be approved by the director or upper admin before allowed in classroom. All staff will be taking positive guidance training either January 29th or March 29th see Attachment	3-29-2025	
4 251.07(6)(dm)1. Medical Log Book Description: Based upon observation on October 30, 2024, the Jungle Room's medical log book did not have it's pages numbered.	Director has labeled the pages of the med book along with adding directions page. The Med Book will be reviewed at least every three months per policy.	12-30-2025	
5 251.07(6)(dm)4. Medical Log - Reviewing Injury Records Description: Based upon review on October 30, 2024, the Jungle Room's medical log book entries were not reviewed in a timely manner when they were last reviewed in November 2023. Repeat violation: Previously cited on 7/27/2023	Director will review at least every three months per policy	1-6-2025	

NAME - Agency Worker
Jamie Brandt

Date Issued
12/23/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Melissa Kiseenovich

Date Signed
1-6-24