

Date Correction Plan Due 3/19/2025	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 The Y Child Care At Trinity Lutheran		Provider Number / Facility ID Number 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 2/25/2025
Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
<p>1 251.04(4)(a)2. Parent Notification</p> <p>Description: Based upon investigation, on February 14, 2025 a parent was not notified immediately that their child's whereabouts were unknown for brief period of time.</p>	<p>All staff have been retrained on the importance of notifying Parents immediately once the whereabouts of a child are known, similar to the protocol followed during and incident report to the head.</p>	<p>3.12.2025</p>	
<p>2 251.055(1)(a) Supervision Of Children</p> <p>Description: Based upon the center's self-report and the Department's investigation, on February 14, 2025, a 2.5-year-old child was not within sight and sound supervision of a child care worker when the child left their assigned classroom undetected and was found in the hallway by another child care worker.</p> <p>Repeat violation: Previously cited on 12/20/2023</p>	<p>our Child Supervision SOP has been updated. Classroom doors must be shut at all times, and staff must use the child proof locks. we are also in the process of installing doorbells and gates for all classroom. Staff must take a training and use the resources given to implement change</p>	<p>3.20.2025</p>	

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3	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: Based upon the Department's investigation, on February 14, 2025 a child care worker was left out of ratio with six children between the ages of 1 and 2.5 years with a total numerical weight value of 1.16 for approximately 1 minute when their co-teacher left the room to retrieve a child.	Staff have been retrained on the staff-to-child ratio sheet and the procedures for keeping children within sight and sound at all times. Additionally, the Director is conducting unannounced visits to ask staff for the current count of children in their care.	3.12.2025

NAME - Agency Worker
Jamie Brandt

Date Issued
3/5/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Melissa Kesenovitz

Date Signed
3-11-25