

Date Correction Plan Due
 3/19/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
 920-785-7811

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
 2/14/2025

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.c. Stipulations, Conditions, Exceptions Posted Description: Based upon observation on February 14, 2025, a current Exception was not posted at the center. CORRECTED DURING VISIT.	Admin will ensure the exception requests are posted at the site upon approval of any exception request.	2.14.2025	
2	251.04(6)(a)2. Child Record - Emergency Medical Consent Description: Based upon review on February 14, 2025, Child #1 of the Child Record Checklist did not have written consent from the parent for emergency medical care or treatment.	All child files are being reviewed and a check list is being completed to ensure that all the areas are properly completed on the child enrollment paperwork and updated if needed by the family	4.14.2025	

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The Y Child Care At Trinity Lutheran		9000559219 / 030 - 2004293		
Address - Facility (Street, City, State, Zip Code)		Telephone Number	Date - Regulation Visit	
140 N 7Th Ave West Bend WI 530953200		262-808-8743	2/14/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	<p>251.04(6)(a)6. Child Record - Health History</p> <p>Description: Based upon review on February 14, 2025, Child #1 of the Child Record Checklist did not have any health history documented in their file.</p>	<p>All child files are being reviewed and a checklist is being completed to ensure that all the areas are properly completed on the child enrollment paperwork and update if needed by the family</p>	4.14.2025	
4	<p>251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Based upon review on February 14, 2025, a child care worker was signed into the Learning Garden classroom at 6:00; however, did not sign out of ratio when they left the classroom.</p>	<p>The child supervision SOP is updated and reviewed with staff. This includes the expectations for signing out of the classroom on the clipboard when leaving the room at the end of your shift or moving to another classroom.</p>	3.12.2025	
5	<p>251.07(2)(e) Child Guidance - Prohibited Actions</p> <p>Description: Based upon the center's self-report and the Department's investigation, on February 11, 2025 a child care worker engaged in a prohibited action when they pulled a 4-year-old child up by the arm, causing an injury to the child.</p> <p>Repeat violation: Previously cited on 12/20/2023</p>	<p>We have updated our child guidance SOP. In addition our staff are undergoing training and receiving resources to better support and guide the children</p>	3.21.2025	

