

Date Correction Plan Due 9/2/2025	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 7/22/2025
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date Verification Date
1	251.09(3)(a)2m. Infant & Toddler - Correct Food, Breastmilk, Or Formula Description: The center self-reported that on July 16, 2025, a child care worker fed another child's bottle of breastmilk to the wrong child.	<ul style="list-style-type: none"> • make sure all bottles are clear labeled for all children • Implementing a checklist for all bottle preparations & feedings • Designating a specific, organized area for storing & preparing bottles and meal prep • Slow down, dont be rushed during feeding time • Follow a two-person check system where one staff member prepares the bottle and second confirms the label before feeding • Retrain on importance of proper feeding 	9-16-2025

NAME - Agency Worker
Gloribel Tegen

Date Issued
8/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Maura Keenan

Date Signed

8-27-25