

<b>Date Correction Plan Due</b> 10/24/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b>
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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> Trusted Hands Learning Academy	<b>Provider Number / Facility ID Number</b> 5000585825 / 001
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<b>Address - Facility (Street, City, State, Zip Code)</b> 4309 N 42Nd Pl Milwaukee WI 532161623	<b>Telephone Number</b> 414-308-0591	<b>Date - Regulation Visit</b> 10/8/2025
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	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	202.08(12)(c) <b>The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian.</b>  Description: There was no contract available for review for any of the enrolled children.	<i>I will make sure I have their file in order and ensure communication with parent</i>	<i>10/13/2025</i>	

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2	<p>202.08(12)(d) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Making A Copy Of The Applicable Certification Standards Available To Each Parent</p> <p>Description: There was no documentation available regarding if the families of children #2-#5 had been notified about certification rules.</p>	I will make sure I have their files in order and present	10/13/2025	
3	<p>202.08(12)(f)1-4 Prior To A Child's First Day Of Attendance For Any Child In Care, Obtaining Information On A Form Prescribed By The Department With Enrollment And Health History Information, Including All Of The Following:</p> <ol style="list-style-type: none"> <li>1. The Parents' Home And Work Phone Numbers.</li> <li>2. Health History, Including Information Relating To A Child's Special Health Care Needs And Emergency Care Plan.</li> <li>3. The Parents' Signed Consent For Emergency Medical Care.</li> <li>4. A Name And Number To Call If The Child Requires Emergency Medical Care.</li> </ol> <p>Description: There. Was no Enrollment/Health History available for review for children #2-#5.</p>	I will make sure I have one enrollment and health forms available.	10/13/2025	

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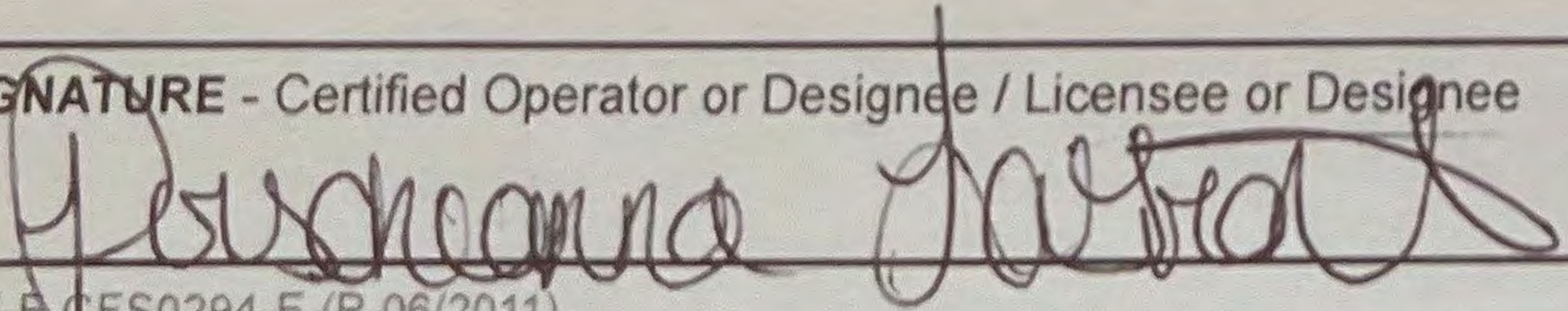
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4	<p>202.08(12)(i)            The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Informing The Parent In Writing Whether The Premises And Child Care Business Are Covered By A Child Care Liability Insurance Policy.</p> <p>Description: There was no documentation available for review regarding if the families of children #2-#5 had been notified on liability insurance.</p>	<p>I will communicate with the parents about liability insurance.</p>	10/13/2025	
5	<p>202.08(1m)(a)8.            A Certified Child Care Operator Shall Maintain A Current Written Record On Each Child In Care, Including The Provider's Own Children Under 7 Years Of Age, And Make The Record Available To A Child Care Certification Worker Upon Request.</p> <p>Description: There was no file available for review for children #2-#5.</p>	<p>I will make sure their files are available</p>	10/13/2025	
6	<p>202.08(4)(e)            The Certified Child Care Operator Shall Have On File For Each Child In Care A Record Of The Child's Immunization History To Document Compliance With S. 252.04, Stats., And Ch. Dhs 144.</p> <p>Description: There was no immunization record available for review for children #2-#6.</p>	<p>I will make sure immunization records are available.</p>	10/13/2025	

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<b>Noncompliance Statement</b>			

**NAME - Agency Worker**  
Jean Houston

**Date Issued**  
10/10/2025

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



**Date Signed**  
10/13/2025