DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 3/6/2020	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 262-446-7800

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**	
Ymca Sacc At Hope Caritas		1000558721 / 180 - 2004125	
Address - Facility (Street, City, State, Zip Code) 8920 W Brown Deer Rd Milwaukee WI 532242121	**Telephone Number** 414-430-7838	**Date - Regulation Visit** 2/5/2020	

	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(6)(b) **Current, Accurate Daily Attendance Record** Description: Attendance was not current and accurate upon licensing review. Three children were documented on the attendance form, six were present in the room. Repeat violation: Previously cited on 11/7/2019	Reviewed with staff on the procedure to sign children in to program	2-6-2020	
2	251.05(2)(a)1. **Staff Record - Personal Information** Description: The file for Staff B lacked a complete staff record form upon licensing review. The form lacked information in Section B, pertaining to position at hire. Repeat violation: Previously cited on 11/7/2019	Staff B staff file will be complete and available for licensor to view.	2-5-2020	

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3	251.05(2)(a)3.a. **Staff Record - Physical Examination** Description: The file for Staff B lacked a complete staff health report upon licensing review. Repeat violation: Previously cited on 11/7/2019	Staff B health report will be in staff file for the Licensor to review	3-5-2020	
4	251.05(2)(a)4.d. **Staff Record - Educational Qualifications** Description: The file for Staff B lacked documentation of staff educational qualifications upon licensing review. Repeat violation: Previously cited on 9/18/2018	Staff B education qualifications will be in staff file for viewing and Staff will be qualified 6 months after start date	4-15-2020	
5	251.05(2)(a)6. **Staff Record - Days & Hours Worked** Description: Center lacked accurate documentation of staff days and hours worked when used in ratio. Repeat violation: Previously cited on 11/7/2019	Documentation of Days and hours worked in ratio will be provided for Licensor and has been Reviewed with Staff	2-6-2020	

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6	251.055(1)(a) **Close Supervision Of Children** Description: Children were not within sight and sound supervision to guide behaviors and assure safety at the time of licensing visit. Children, under the age of eight, were observed walking down the hallway to their backpacks without center staff.	Supervision has been Reviewed with Staff and is being followed when children want to get their Backpacks	2-6-2020	
7	251.06(3)(b)4. **Emergencies - Record Of Fire / Tornado Drills** Description: Center failed to provide a written record of a fire drill being conducted in January 2020.	Documentation of January 2020 fire drill has been updated and available for viewing	2-6-2020	

NAME - Certification Worker / Licensing Specialist
Kayla Sands

Date Issued
2/21/2020

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
3-4-2020