

<b>Date Correction Plan Due</b> 8/21/2025	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 262-446-7800
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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> Encouraging Hearts And Minds Cc Serv		<b>Provider Number / Facility ID Number</b> 2000570692 / 004 - 2005672		
<b>Address - Facility (Street, City, State, Zip Code)</b> 8904 W Grantosa Dr Milwaukee WI 532254947		<b>Telephone Number</b> 414-897-7784	<b>Date - Regulation Visit</b> 8/6/2025	
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>	<b>Verification Date</b>
1	250.04(6)(a)1m.f. <b>Child Record - Health History - Medical Condition Symptoms</b>  Description: Child #3 has a listed medical condition. There is no information on file regarding the triggers that may cause a problem, signs and symptoms for the provider to watch for, steps a provider should follow, when to call a parent regarding symptoms, and when the condition requires emergency medical care.			
2	250.04(6)(b) <b>Current, Accurate Daily Attendance Record</b>  Description: Attendance is not current and accurate. On 7/16/25 a child has a sign in time but not a sign out time. This was corrected during the visit.  Repeat violation: Previously cited on 12/10/2024			

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3	<p>250.05(2)(c) <b>Staff File - Days, Hours Worked</b></p> <p>Description: Staff A who was working at the time of the visit was not signed in. Staff A was signed in on 8/4/25 but not signed out. Staff also did not sign out on 8/1/25. On 7/18/25 staff signed out but there was no time in.</p>			
4	<p>250.06(9)(j) <b>Meals &amp; Snacks - Records</b></p> <p>Description: There are no meal/snack records for 8/4/25.</p>			
5	<p>250.07(3)(a)5. <b>Play Equipment - Manufacturer Instructions And Recommendations</b></p> <p>Description: An infant sitting in a bouncy seat was placed in a Pack N Play. The bouncy seat was elevated due to the sleep surface being near the top of the Pack N Play. Bouncy seats should always be placed on the floor and never on an elevated surface.</p>			
6	<p>250.07(6)(f)1.a. <b>Medication Administration - Parent Authorization</b></p> <p>Description: The medication authorization form on file for the center does not have an end time.</p>			

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			<b>Verification Date</b>

**NAME** - Agency Worker  
Sara Cooney, Kristin Lange

Date Issued  
8/7/2025

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

Date Signed