

Date Correction Plan Due  
1/7/2025

**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**

Tippys Playhouse And Lrng Center

**Provider Number / Facility ID Number**

1000591361 / 001 - 2006527

**Address - Facility (Street, City, State, Zip Code)**  
3019 N 20Th St Milwaukee WI 532061630

**Telephone Number**  
414-946-1752

**Date - Regulation Visit**  
12/4/2024

|   | <b>Rule/Statute Number<br/>Noncompliance Statement</b>   | <b>Correction Plan</b>  | <b>Expected<br/>Completion Date</b> | <b>Verification<br/>Date</b> |
|---|--|---|-------------------------------------|------------------------------|
| 1 | 250.04(2)(i)1.b.<br><b>Department Notices Posted</b><br><br>Description: A warning letter and noncompliance statement dated 10/25/24 was not posted at the center.   | Post all noncompliance statements and warnings in center.   |                                     |                              |
| 2 | 250.04(3)(a)<br><b>Report - Incident Or Accident</b><br><br>Description: Upon reviewing the medical log book at the center, an incident in which a child had a seizure on 12/21/23 requiring medical treatment was not reported to the department within 24 hours of the child needing medical attentions. | Report all incidents to the department within 24 hours moving forward when medical attention is needed. |                                     |                              |

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| 3 250.04(6)(a)1.f<br><b>Child Record - Enrollment Information - Medical Contact</b><br><br>Description: There was no documentation on file for Child #1 indicating the name, address, and telephone number of a physician or medical facility caring for the child.  | Be sure to thoroughly check all paperwork in each child file. Communicate with parents on incomplete paperwork.                |   |   |
| 4 250.04(6)(a)1.g<br><b>Child Record - Enrollment Information - Authorized Pickup</b><br><br>Description: Persons authorized to call for/receive the child was not on file for Child #1 and Child #3.  | Be sure to thoroughly check all paperwork in each child file. Communicate with parents on incomplete paperwork.                |   |   |
| 5 250.04(6)(a)1m.f.<br><b>Child Record - Health History - Medical Condition Symptoms</b><br><br>Description: The file for Child #5 lacked a complete health history and emergency care plan upon licensing review. The file noted a medical condition but the form lacked information, including, signs/symptoms, triggers, and steps the child care provider should follow. | If a child have any health/medical condition make sure the file has all the correct information that the provider should know. |   |   |

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| 6  | 250.04(6)(a)4.b.<br><b>Child Record - Physical Exam - Over 2, Under 5</b><br><br>Description: A physical examination form that was completed not more than 1 years ago prior to nor later than 3 months after being admitted to the center was not on file for Child #1 and #5. Child #1 has been attending since February 2024 and Child #5 has been attending since August 2023. | Check all files, and notify parents of the physical examine deadline for children under 2.  |   |
| 7  | 250.04(6)(a)4m.<br><b>Child Record - Immunization History Compliance</b><br><br>Description: Child #1 does not have immunization history on file and has been attending the center for more than 30 days.  | Enforce the policy of incomplete paperwork or documents, child will not be able to attend.  |   |
| 8  | 250.04(6)(a)5.<br><b>Child Record - Consent For Emergency Medical Treatment</b><br><br>Description: Written consent from the parent for emergency medical care or treatment was not on file for Child #1, #3, and #5.  | make sure all files are complete and all forms are signed and verified.                     |   |
| 9  | 250.05(2)(a)<br><b>Staff File - Staff Record Form</b><br><br>Description: The file for Staff B did not have all the required personal information, such as staff's education, courses/training in child care, and prior work experience, including reason for leaving.   | All staff files should be updated and completed moving forward before any shift is started. |   |

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| 10<br>250.05(2)(d)1.<br><b>Staff File - Physical Examination - Form</b><br><br>Description: There was no health report was on file for Staff B; staff B started working in June 2024 and would have needed a completed report within 30 days.  | Have staff complete all proper documentation prior to working.                        |                                      |                         |  |
| 11<br>250.05(2)(d)1.b.<br><b>Staff File - Physical Examination - Physical Ability</b><br><br>Description: The file for Staff A lacked documentation that a physical examination was completed and Staff A is physically able to work with children. **This was verified as corrected via email on 12/10/24** | Staff is required to have all proper documentation prior to working a shift.          |                                      |                         |  |
| 12<br>250.05(3)(e)2.<br><b>Provider Training - Current Cpr Certificate</b><br><br>Description: Staff B does not have documentation of a completed CPR certificate within 3 months after beginning to work with children. Staff B started working in June 2024.   | Inforce all staff to complete all required documents or they will not be able to work |                                      |                         |  |
| 13<br>250.05(3)(fm)<br><b>Biennial Training - Child Abuse &amp; Neglect</b><br><br>Description: Documentation of child abuse and neglect training in laws, reporting procedures, and identification was not on file for Staff A and B. **This was verified as corrected for Staff A on 12/10/24**            | corrected ✓<br>moving forward, be aware of expired trainings.                         |                                      |                         |  |

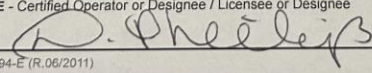
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| 14 250.05(4)(a)<br><b>Staff Orientation - Documentation</b><br>Description: Staff B does not have documentation of a written orientation (staff orientation checklist) on file.  | Thoroughly check and place all completed documents in staff's file.   |  |                                      |
| 15 250.06(2)(c)<br><b>Access To Materials Potentially Harmful To Children</b><br>Description: Cleaning supplies (Clorox disinfecting wipes), labeled keep out of reach of children, was observed on the kitchen counter and accessible to children.<br><br>In the front room, steel wool was observed around the heating vent and accessible to children.<br><br>Repeat violation: Previously cited on 11/8/2023 | contacted landlord,<br>have arranged to fix the violation.<br><br>All cleaning supplies will be in a locked closet, away from children.           |  |                                      |
| 16 250.06(2)(e)<br><b>Potential Source Of Harm On Premises</b><br>Description: In the kitchen, extension cords were lying on the floor and accessible to children.   | All cords were moved, and air conditioners were moved as well.<br><br>moving forward get portable fans for summer months to avoid usage of cords. |  |                                      |

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| 17   | 250.06(2)(k)<br><b>Deteriorating Or Toxic Paint</b><br><br>Description: In the outdoor play space, there were multiple areas of flaking paint on the wood fence that are accessible to children.  | contacted landlord.<br>In the winter months<br>make sure the<br>upkeep of fence is still done. |                             |                      |
| 18   | 250.06(2)(m)<br><b>Premises - Condition &amp; Repair</b><br><br>Description: In the front room, there is a gap around the heating vent, exposing plaster/drywall. The plaster/drywall is flaking and accessible to children.<br><br>In the outdoor play space, a wooden spindle on the fence is broken. | Fixed. moving forward<br>be aware of any<br>exposing vents to<br>children.                     |                             |                      |
| 19   | 250.06(4)(a)1.<br><b>Smoke Detectors</b><br><br>Description: The smoke detector in the napping room was beeping/chirping at the time of the licensing visit.  | - replaced battery -<br>moving forward as<br>soon as I hear a<br>beep, replace.                |                             |                      |
| 20   | 250.07(3)(a)2.<br><b>Play Equipment - Safe &amp; Sturdy</b><br><br>Description: In the front room, a shelf was not anchored as it was leaning and wobbly and accessible to children.  | Tighten shelf.<br>make sure all<br>shelves are tighten<br>and safe.                            |                             |                      |

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| 21 250.07(6)(b)2.<br><b>Medical Log Book - Pages And Entries</b><br>Description: Lines were skipped in the medical log book.   | make sure no lines are skipped.                   |   |                   |
| 22 250.09(1)(c)5.<br><b>Infant &amp; Toddler - Use Of Safety Gates</b><br>Description: There is no safety gate at the top of the stairs leading to the basement.                             | Put gate up at top of basement stairs for safety. |   |                   |
| 23 250.09(3)(b)<br><b>Infant &amp; Toddler - Food &amp; Formula Brought From Home</b><br>Description: Breast milk/formula brought from home was not labeled with the child's name and dated. | label / date all breast milk and formula.         |   |                   |

**NAME - Agency Worker**  
 Kristin Keck, Katrina Tarantino

Date Issued  
 12/18/2024

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


Date Signed  
 1/6/2025