

Date Correction Plan Due
8/6/2025

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
7/10/2025

Rule/Statute Number Noncompliance Statement		Correction Plan	Expected Completion Date	Verification Date
1	250.04(3)(j) Report - Change In Transportation Services Description: The department was not notified of and did not approve transportation services by the center.	update policy and change transportation service w/ state. Don't provide transportation until approved by state.		
2	250.04(6)(a)1.e. Child Record - Enrollment Information - Other Emergency Contact Description: The enrollment form for Child 1 lacked emergency contact information when a parent cannot be reached.	thoroughly look at every child file. make sure nothing is missing		

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3	250.04(6)(a)1m.d. Child Record - Health History - Medical Contact Description: There is no documentation on file for Child 3 indicating the name, address, and telephone number of a physician or medical facility caring for the child.	Have parent get doctor's paper signed and put in place a deadline for documents to be returned.		
4	250.04(6)(a)3. Child Record - Alternate Arrival / Release Agreement Description: There is no authorization from the parent outlining the plan for Child 5 to come/to go/from the center when not accompanied by a parent or other authorized person or transported by the center.	All papers should be signed by parents and make sure all forms are signed.		
5	250.04(6)(a)4.a. Child Record - Physical Exam - Under 2 Description: There is no record for Child 4 of having a physical exam in the past 6 months. The last exam was in September 2024.	Remind parents of upcoming and physical exams that's due. Remember to stay on top of file due dates.		

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6	250.04(6)(a)4.b. Child Record - Physical Exam - Over 2, Under 5 Description: A physical examination form that was completed not ore than 1 year prior to nor later than 3 months after being admitted to the center was not on file for Child 2 and Child 3. Child 2 has been attending the center since June 2023 and Child 3 has been attending since February 2024. Repeat violation: Previously cited on 12/4/2024	Check paper work and be sure to keep up with deadlines and due dates of physical exams.		
7	250.04(6)(b) Current, Accurate Daily Attendance Record Description: The licensee could not provide any past attendance records for review and said they were in her truck, which was in the shop. Repeat violation: Previously cited on 5/14/2024	Keep records in daycare.		
8	250.05(3)(fm) Biennial Training - Child Abuse & Neglect Description: Documentation of child abuse and neglect training in laws, reporting procedures, and identification, is not on file for Staff A. Staff A reportedly no longer works at the center. Repeat violation: Previously cited on 12/4/2024	Staff no longer works or volunteer at the center. Be sure all staff is eligible to work.		

Name - Certified Operator / Licensed Center Topsy's Playhouse And Lrng Center		Provider Number / Facility ID Number 1000591361 / 001 - 2006527	
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9	250.06(2)(c) Access To Materials Potentially Harmful To Children Description: Diaper cream, labeled keep out of reach of children, was observed in the bathroom and accessible to children. "The cream was removed during the licensing visit" Repeat violation: Previously cited on 12/4/2024, 11/5/2023	Keep all items out of reach of children. Be sure to monitor items that shouldn't be accessible.	
10	250.06(2)(e) Potential Source Of Harm On Premises Description: Deadly nightshade (a poisonous plant) was observed in the outdoor play space and accessible to children. Repeat violation: Previously cited on 12/4/2024	Keep landscaping company off a scheduled basis.	7/15 ✓
11	250.06(2)(m) Premises - Condition & Repair Description: The grass in the outdoor play space is overgrown and a dead bird that is deteriorating was observed on the sidewalk, accessible to children. Repeat violation: Previously cited on 12/4/2024	monitor outdoor backyard space. This has been cleaned up.	7/15 ✓

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12	250.06(3)(b) Emergency Plans - Practice Description: There is no documentation that monthly fire evacuation and tornado drills were conducted for the month of June 2025.	when documenting be sure to record drills as soon as finished so I won't forget.		
13	250.06(4)(a)3. Smoke Detectors - Testing Description: There is no documentation demonstrating that the required monthly smoke detector tests was conducted for the month of June 2025.	Be sure to document after testing.		
14	250.07(4)(d) Naps - Bedding Description: A child was observed sleeping on a cot without a sheet.	Be sure order kids have sheet. It was offered, kid declined because she was hot		
15	250.07(6)(b)2. Medical Log Book - Pages And Entries Description: Lines were skipped in the medical log book. Repeat violation: Previously cited on 12/4/2024	Don't skip lines. Completed and fixed. 7/11/25		