

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
608-422-6765

Date Correction Plan Due
3/5/2025

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, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center

Helping Hands Preschool

Provider Number / Facility ID Number

7000590647 / 001 - 2005769

Address - Facility (Street, City, State, Zip Code)
1839 Lafayette St Janesville WI 535462881

Telephone Number
608-554-3655

Date - Regulation Visit
2/10/2025

**Rule/Statute Number
Noncompliance Statement**

1 251.04(2)(c)
Current, Accurate Information

Description: Inaccurate information was given to the department about program and staffing planning. This information was contrary to what was observed during an unannounced visit, including unqualified staff, classrooms remaining open and required staff-to-child ratios not being met.

Correction Plan

Update all Information to Current staff, Qualify all teachers to where they need to be in each classrooms make sure ratios are met at all times for each classroom

**Expected
Completion Date**

5/22/25

**Verification
Date**

2 251.04(6)(b)
Current, Accurate Daily Attendance Record

Description: The program did not maintain a current, accurate written record of daily attendance when staff did not sign themselves and children in and out of classrooms multiple times during the two weeks of attendance records that were collected and reviewed by the department.

Have a staff meeting to go over and remind staff of proper sign in and out procedures, Have a protocol for when staff do not follow instruction

2/21/25

Name - Certified Operator / Licensed Center Helping Hands Preschool		Provider Number / Facility ID Number 7000590647 / 001 - 2005769		
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
3	251.05(2)(a)2. Staff Record - Completed Background Check Description: Staff I, J and K did not have a completed background check on file prior to working with children as required.	Update Background checks and any current staff with out * Already Done	2/19/25	
4	251.05(2)(a)3.a. Staff Record - Physical Examination Description: Staff E, F, G, and L did not have a physical examination report on file within 30 days of employment as required.	Get staff to make appointments for their physical	6/30/25	
5	251.05(2)(a)4.a. Staff Record - Registry Certificate Description: Staff G, N and O did not have a Registry Certificate on file within six months of employment as required.	update Registry, Have staff meeting for all staff to go through their files, update what missing to set certificates	6/30/25	
6	251.05(2)(a)8. Staff Record - Orientation Description: Staff G did not have documentation of orientation program completed within their first week at the center as required.	update all staff files * Already Done	2/19/25	

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1839 Lafayette St Janesville WI 535462881		608-554-3655	2/10/2025	
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7	251.05(3)(b) Abusive Head Trauma Prevention Training Description: Staff J and K did not have documentation of completed abusive head trauma prevention training on file prior to working with children as required.	Update all staff files Get staff to take immediately	2/28/25	
8	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff E, F and I did not have documentation on file of current infant/child CPR training as required.	Update staff files Get remaining staff to complete	2/28/25	
9	251.05(3)(cm) Child Abuse & Neglect - Biennial Training Description: Staff N did not have documentation of completed Child Abuse and Neglect Prevention training on file as required.	Update staff files Get remaining staff to complete	2/28/25	
10	251.05(3)(f)3. Child Care Teacher - Entry-Level Training Description: Staff E, N and O did not have documentation on file of completed entry level coursework required for the position. Repeat violation: Previously cited on 9/11/2024	Getting remaining staff Registered in courses * Already complete	5/22/25	

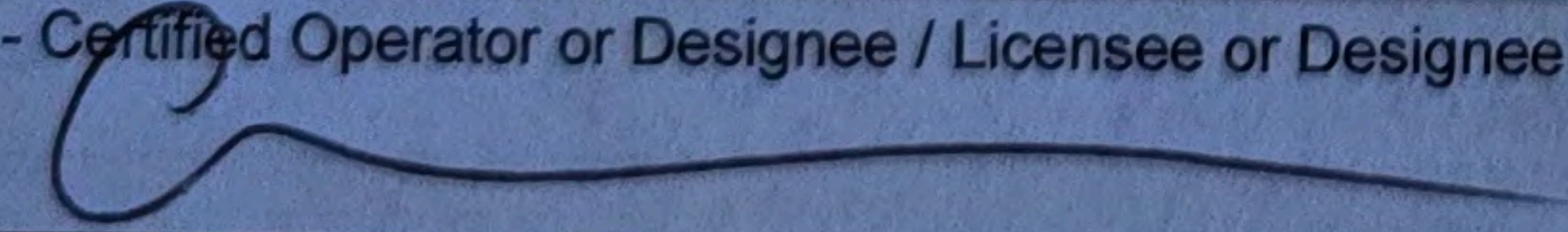
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11	251.05(3)(g)2. Assistant Child Care Teacher - Qualifications Description: Staff G and H did not have documentation of completed coursework required for the position within six months of employment.	Getting remaining staff registered in courses * Already Done	5/22/25	
12	251.055(2)(b) Staff-To-Child Ratios - Minimum Description: The ratio of child care workers to children was less than the number specified in multiple classrooms based on attendance records provided by the program and observed during site visits, including when the infant classroom had five infants to one teacher on 02/03/2025 for four hours.	Hired more staff and correct number of staff to aid to ratios in each classroom * Already done	2/28/25	
13	251.055(2)(c) Mixed-Age Group - Staff-To-Child Ratio Description: The toddler classroom was over ratio for: 6 hours when there were 5 toddlers to 1 teacher on 02/04/2025 7 hours when there were 5 toddlers to 1 on 02/05/2025 8 hours where there were 7 toddlers to 1 teacher on 02/06/2025 The threes and fours classrooms combined and were over ratio for: 4.5 hours when there were up to 16 children to 1 teacher on 02/03/2025 4 hours when there were up to 17 children to 1 teacher on 02/04/2025 8 hours when there were up to 19 children to 1 teacher on 02/06/2025 7.5 hours when there were up to 15 children to 1 teacher on 02/7/2025	Hired more staff to correct the ratio in each classroom * Already done	2/28/25	

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14	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: The program did not have a written record of monthly fire drills practiced for January.	Correct the written record as was not updated on visit	2/28/25	

NAME - Agency Worker
Jenny Sweeney

Date Issued
2/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee


Date Signed
2/20/25