

Date Correction Plan Due
7/7/2025

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
608-422-6765

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 202.085, 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
Helping Hands Preschool
Provider Number / Facility ID Number
700590647 / 001 - 2005769

Address - Facility (Street, City, State, Zip Code)
1839 Lafayette St. Janesville WI 535462881
Telephone Number
608-554-3655
Date - Regulation Visit
5/21/2025

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1 251.05(3)(f)3. Child Care Teacher - Entry-Level Training	Description: Staff D did not have documentation on file of completed entry level coursework required for the position they were currently working in. Repeat violation: Previously cited on 2/10/2025, 9/11/2024	The classroom has combined with another class to maintain ratio and have qualified lead in room. Staff D will complete required classes by July 3rd 2025	7/3/25	

NAME - Agency Worker
Jenny Sweeney

Date Issued
6/23/2025

SIGNATURE - Certified Operator/Designee / Licensee or Designee

Date Signed
6/25/25

1783-11