

Date Correction Plan Due 8/15/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL
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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.

Name - Certified Operator / Licensed Center Kittenversity Learning Center		Provider Number / Facility ID Number 8000592088 / 001		
Address - Facility (Street, City, State, Zip Code) 3837 N 26Th St Milwaukee WI 53206		Telephone Number 414-242-0271	Date - Regulation Visit 7/31/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>202.08(12)(c) The Certified Child Care Operator Shall Be In Ongoing Communication With A Child's Parent Or Ensure That A Substitute Child Care Provider Is In Ongoing Communication With A Child's Parent By Developing A Written Contract That Specifies The Charge For Child Care And The Expected Frequency Of Payment For The Service. The Contract Shall Be Signed By The Operator And A Parent Or Guardian.</p> <p>Description: There was no contract on file for children #4-#6. The contracts on file for children #1-#2 did not specify the charge for child care.</p>	<p>To correct this, I have created and issued updated written contracts for each child in care, including children #4, #5, and #6. These contracts clearly specify the charges for child care services and the frequency of payment. Each contract has been signed by myself and the parent or guardian. To prevent future noncompliance, I developed a contract checklist to use during all new enrollments and renewals. This checklist includes a specific step to confirm charge information is stated and verified.</p>	08/01/2025	

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2	<p>202.08(12)(f)1-4 Prior To A Child's First Day Of Attendance For Any Child In Care, Obtaining Information On A Form Prescribed By The Department With Enrollment And Health History Information, Including All Of The Following:</p> <ol style="list-style-type: none"> 1. The Parents' Home And Work Phone Numbers. 2. Health History, Including Information Relating To A Child's Special Health Care Needs And Emergency Care Plan. 3. The Parents' Signed Consent For Emergency Medical Care. 4. A Name And Number To Call If The Child Requires Emergency Medical Care. <p>Description: There was no Enrollment and Health History forms on file for children #1, #3, #4, #5, and #6.</p>	<p>I completed new Enrollment and Health History forms for each child listed. These forms now include parents' phone numbers, health concerns, emergency care plans, and parent signatures for emergency medical authorization. To prevent future violation, I will use a required intake packet checklist and will not admit any child into care until all documentation is verified and filed.</p>	08/01/2025	
3	<p>202.08(1m)(a)10.a. A Certified Child Care Operator Shall Comply With The Conditions Of The Certification. The Number Of Children In Care At Any Time May Not Exceed The Number Specified.</p> <p>Description: A review of attendance records showed that seven children were in care on 7/26/25, and eight children were in care on 7/28/25. No more than six children can be in care at one time.</p>	<p>I created a wall-posted capacity chart showing the max number of children and max under age 2. I also implemented a visual tracking system using a dry erase board to monitor enrollment in real time. I set daily alarms on my phone to double check attendance against my certification limits. Going forward, I will not accept more than six children at any time and will carefully manage enrollment and daily attendance.</p>	08/01/2025	

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4	<p>202.08(1m)(a)8. A Certified Child Care Operator Shall Maintain A Current Written Record On Each Child In Care, Including The Provider's Own Children Under 7 Years Of Age, And Make The Record Available To A Child Care Certification Worker Upon Request.</p> <p>Description: There was no written record on file for children #5 and #6.</p>	<p>I created and filed complete written records for both children, including intake paperwork, health info, and emergency contacts. These files are stored in child's file and will be checked monthly. To ensure ongoing compliance, I added a documentation audit every 1st of the month to verify that all files are complete.</p>	08/01/2025	
5	<p>202.08(2)(c) The Indoor And Outdoor Areas Of The Home Shall Be Free Of Hazards. Potentially Dangerous Items And Materials Harmful To Children, Including Power Tools, Flammable Or Combustible Materials, Insecticides, Matches, Drugs And Any Articles Labeled Hazardous To Children Shall Be In Properly Marked Containers And Stored In Areas Inaccessible To Children.</p> <p>Description: Loose cords were accessible to children in care.</p>	<p>I purchased and installed cord hiders to cover all exposed cords in the daycare areas. A visual safety inspection is now conducted every morning before care begins.</p>	08/13/2025	
6	<p>202.08(4)(e) The Certified Child Care Operator Shall Have On File For Each Child In Care A Record Of The Child's Immunization History To Document Compliance With S. 252.04, Stats., And Ch. Dhs 144.</p> <p>Description: There was no immunization on file for children #1, #5, and #6.</p>	<p>I contacted the parents and obtained updated immunization records for all three children. The records have been filed and organized by child. For future compliance, immunization forms are now required before a child can attend care, and a follow-up call is scheduled within 24 hours if any form is missing.</p>	08/01/2025	

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7	<p>202.08(5)(i) The Certified Child Care Operator Shall Keep Current And Accurate Written Records Of The Daily Hours Of Attendance Of Each Child In Care, Including The Actual Arrival And Departure Time Times For Each Child. If Children Are Transported To Or From The Premises Or School By The Operator Or Another Provider On Behalf Of The Operator, The Daily Attendance Record Shall Include The Actual Time The Child Was Picked Up Or Dropped Off.</p> <p>Description: At the time of the visit six children were present in care but only two children were signed in with their actual arrival times.</p>	To correct this, I updated the attendance sheet to include exact arrival and departure times. I also placed the sheet near the front entrance so it is visible and accessible, with a clock near by to write down accurate and prompt timings.	08/01/2025
8	<p>202.08(6)(b)1. No Certified Family Operator May Have More Than 6 Children In Care, Including Children Related To The Operator, Except That If 3 Of The Children Are Under The Age Of 2, The Total Number Of Children May Not Exceed 5.</p> <p>Description: At the time of the visit six children were in care, three of the children in care were under the age of two. A review of attendance records showed that on 7/14/25, 7/16/26 and 7/17/25 six children were present in care when three children in care were under the age of two. On 7/26/25 seven children were present when three children in care were under the age of two. On 7/28/25 eight children were present when three children in care were under the age of two.</p>	I developed a color-coded system on my tracking board to identify children under 2 years old. I also created a ratio limit sign displayed in my care area. Before each child enters, I check the list to ensure I remain within the 3-child limit. I have also informed parents about scheduling care based on availability for children under 2.	08/01/2025

NAME - Agency Worker
Deborah Kersting

Date Issued
8/1/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed
08/13/2025

