

NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL
262-446-7800

Date Correction Plan Due
7/21/2025

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 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 Heaven's Tot Lot Llc **Provider Number / Facility ID Number** 3000588073 / 001 - 2001649

Address - Facility (Street, City, State, Zip Code) 2400 W Capitol Dr 2404 Milwaukee WI 532061428 **Telephone Number** 414-444-3000 **Date - Regulation Visit** 7/2/2025

Rule/Statute Number	Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(3)(b) Report - Damage To Premises Description: A glass window on the northeast corner of the building that is also a window to a classroom being used by the center was broken and boarded up. The center reported the glass needs to be replaced after a stop sign damaged it at the end of May 2025. This was not reported to the department.	Center will be sure to report our incidents	7/8/25	
2	251.05(2)(a)3.a. Staff Record - Physical Examination Description: There is no health report on file for Staff A; Staff A started working in May 2025 and would have needed a completed report within 30 days.	Center will ensure our staff members have a current physical & TB skin test on file	7/8/25	

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<p>3 251.05(2)(a)6. Staff Record - Days & Hours Worked</p> <p>Description: Staff are not consistently documenting hours worked when used to meet staff-to-child ratio. In the school age room, staff signed in on 7/1/25 but did not sign out. In the preschool room, staff signed in on 6/30/25 but did not sign out and one staff member signed in on 7/3/25 instead of on 7/2/25. In the older toddler room, staff signed in on 7/1/25 but did not sign out and on 7/2/25, one staff member was present but did not sign in. In the infant room/young toddler room, staff did not sign out on 7/1/25 and staff did not sign in on 7/2/25.</p>	Center will ensure all staff members are signing in + out on the attendance books daily.	7/8/25	
<p>4 251.055(1)(f) Child Tracking Procedure</p> <p>Description: On the day of the monitoring visit, the centers child tracking procedures were not implemented when there was no tracking in the older toddler room but five (5) children were present.</p>	Center will ensure all classrooms are properly tracking children.	7/8/25	
<p>5 251.06(11)(bm)3. Outdoor Play Equipment - Construction, Condition</p> <p>Description: In the outdoor play space, the merry-go-round bicycle was not properly maintained. There was a missing pedal on one of the bikes.</p>	Center will ensure all outdoor play equipment has all needed parts + pieces	7/8/25	

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Heaven's Tot Lot LLC

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10 251.09(4)(a)3. Infant & Toddler - Diaper Changing Surface Disinfection Description: The diaper changing surface in the older toddler room was not cleaned with soap and water and a disinfectant solution. It was only cleaned with Lysol disinfecting spray.	Center will ensure we follow the 2 step cleaning + sanitizing process when cleaning changing tables	7/8/25	
11 251.09(4)(a)5. Infant & Toddler - Soiled Diapers Disposal Description: Soiled diapers in the older toddler room are not being placed in a hands-free container.	Center will ensure all classrooms have a hands-free container.	7/8/25	

NAME - Agency Worker
Kristin Lange, Rhonda Brueggemann

Date Issued
7/3/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

7/8/25

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6 251.06(2)(d) Access To Materials Potentially Harmful To Children	Description: Deadly nightshade (a poisonous plant) was observed in the outdoor play space and accessible to children.	Center will ensure all hazardous plants are removed from the play area.	7/8/25	
7 251.06(4)(g) Basement & Furnace Room Doors	Description: In the upstairs hallway, outside of the preschool/school age classroom, the door to the furnace was open.	Center will ensure furnace room doors are locked & secured.	7/8/25	
8 251.07(6)(i)1. Washing Child's Hands & Face	Description: Children's hands were not washed after diapering in the infant/toddler room.	Center will ensure proper handwashing procedures are followed when changing and feeding children.	7/8/25	
9 251.07(6)(i)2. Adult Handwashing	Description: A child care worker in the infant/toddler room and Older Toddler room did not wash their hands after diapering.	Center will ensure all staff members follow proper handwashing procedures.	7/8/25	